

# Delaware Water Gap Borough Council

## Regular Meeting Minutes

### March 2<sup>nd</sup>, 2020

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#### 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, March 2<sup>nd</sup>, 2020. The following officials were present: Mayor **Larry Freshcorn**, President **Jack Shoemaker**, Vice President **William “Bill” Buzzard**, Councilmen **Zack Booth**, **Tim Snow**, **Derek Anspach**, Councilwoman **Lisa Paulette**, and President Pro Temp **Eileen Noelle**. Also present was Borough Secretary/Treasurer **Shaina Serrano**, Borough Superintendent **Harry Kent Darlington** and Solicitor **Deb Huffman**, DWG Police Chief **Andy Yakubik** and Fire Department Chief **Howard Ike**. Special Guest, Schoolboard Representative, **Patricia Candid**. The following were excused for nonattendance: Zoning Officer **Mark Kirk**.

President Jack Shoemaker called the special meeting to order at 7:02 p.m. and lead the Pledge of Allegiance.

#### Reports

##### *Secretary/Treasurer’s Report (Shaina Serrano)*

- Vice President Bill Buzzard made a **motion** to approve the Treasurer’s Report including current Accounts Payable as well as bills paid since approval at the last meeting on February 3<sup>rd</sup>, 2020. Councilwoman Lisa Paulette seconded the motion. The motion was passed unanimously.
- Councilman Derek Anspach made a **motion** to approve February 3<sup>rd</sup>, 2020 Regular Council Meeting Minutes. Councilman Zack Booth seconded the motion. The motion was passed unanimously.
- Vice President Bill Buzzard made a **motion** to allow Shaina Serrano to post the GIS Mapping Work Session notes from February 18<sup>th</sup>, 2020, any notes ratified by council for future publicized work sessions, as well as agendas and approved meeting minutes. Councilman Derek Anspach seconded the motion. The motion was passed unanimously.
- Councilman Derek Anspach made a **motion** to allocate Verizon charges properly to both the DWG Water Fund (\$143.78/month) and The DWG Police Dept. (phone & fax) on a monthly basis going retroactively from January 1<sup>st</sup>, 2020 on forward. President Pro Temp Eileen Noelle seconded the motion. The motion was passed unanimously.
- Vice President Bill Buzzard made a **motion** to change the payroll periods from Thursday to Wednesday biweekly to payout on the same Friday, to Sunday through Saturday biweekly to payout on Friday. The Personnel Committee is to meet with the Secretary/Treasurer, Shaina Serrano to plan this in such a way not to cause a financial hardship to employees. The Borough of DWG will also hold a week for all future employees beginning employment. President Pro Temp Eileen Noelle seconded the motion. The motion was passed unanimously.
- DWG Municipal Office Secretary Lauren Hogle requested that the Borough matches her current payrate of \$20.38 (payrate from DWG MA as of 01.01.2020) for the Borough of DWG as-needed office support. Ms. Hogle states that this was part of her initial verbal agreement with the DWG Borough Council and is also requesting retro-pay of \$0.57/hour for all pay-period this year 2020.
  - Council decided to discuss this matter in executive session today prior to making a motion.

- President Pro Temp Eileen Noelle made a ***motion*** to approve the signed agreement between the Borough of Delaware Water Gap and Delaware Water Gap Municipal Authority to split all costs of the copy machine and copy paper. Councilman Derek Anspach seconded the motion. The motion was passed unanimously.
- Councilman Derek Anspach made a ***motion*** to approve the conversion of our ESSA Bank & Trust Online account from “Personal” to “Business”. The usage of the mobile deposits option may only be completed by the tablet bought by the DWG Water Fund. President Pro Temp Eileen Noelle seconded the motion. The motion was passed unanimously.

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

- Announced that the Borough began working with RCAP today initiating the 1<sup>st</sup> step in our GIS Mapping Project for the borough’s waterlines. Michael Cohrs, RCAP representative and Mr. Darlington logged over 115 locations within 8 hours. Mr. Darlington is scheduled to work with Mr. Cohrs for an additional 8 hours next week, weather permitting.
- Reports that all equipment and vehicles are working well and are not in current need of maintenance.
- The Borough still has plenty of salt for the roads and Mr. Darlington doesn’t foresee the Borough having the need to purchase the last Salt order that we initially anticipated for. However, this is dependent on the weather.

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

- Chief Yakubik presented the 2.2020 monthly police report to the council.
- Chief Yakubik has completed a *Building Safety Evaluation* and is gathering all necessary information and quotes to produce a full report and proposal for the next Regular Council Meeting scheduled on April 6<sup>th</sup>, 2020 at 7:00pm.

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

- Update on the DWG Firehouse renovations and improvements:
  - Items have been purchased for cleaning and painting.
  - Quotes to replace/repair the current non-functioning generator has been requested.
  - Will also be requesting a quote for the electrical panel that is in poor condition to report at next council meeting.
  - Obtained a contact at Vertellus for a possible donation of a drill.
- Scheduled to have a drill including neighboring fire departments (Shawnee, Marshall’s Creek & Strouds Township) during June 2020 (***date TBA***) utilizing the water from Cherry Valley Creek to fill the Fire Truck. They will try to utilize the fire police to direct traffic, but might need additional police help.
  - Chief Yakubik agreed to make DWG Police Dept. available if needed.
  - Mr. Shoemaker suggested the use of Savvy Citizen for resident involvement and posting flyers in the Borough Hall as well as the Post Office.
- Continuing to work on training fire personnel.
  - The age requirement to be a member are 14 years of age or older.
- Councilman, Tim Snow asked if the DWG Fire Dept. may open the meetings to the public.
- Resident, Desiree Pyett expressed interest in what is going on with the firehouse. Ask what exactly are residents’ taxes being used for? May the DWG Fire Dept. please provide more transparency?

- President, Jack Shoemaker that there is interest from the community as to what is occurring with the DWG Fire Dept.
  - DWG Fire Department meets the 2<sup>nd</sup> Monday at 7:00 PM monthly.
  - Chief Ike stated that he will raise questions and concerns to Jim Ferrari and provide a follow-up at next council meeting if he has answers.

### *Mayor's Report (Larry Freshcorn)*

- Darron Schaedel is willing to donate his time as the Emergency Management Coordinator.
  - Mr. Schaedel and Larry Freshcorn plan to meet this month to review the Emergency Management Plan. Chief Ike asked to be included in on the meeting and Mr. Freshcorn accepted.
- There will be an I-80 Rockwall Coalition Meeting on March 20<sup>th</sup>, 2020 at 7:00 PM.
  - Issues of concerns that will be discussed are: Updates, traffic being rerouted through DWG from Portland, fear of deadlocks, etc.
  - Many officials plan to attend this meeting such as Mario Scavello and Rosemary Brown.
    - DWG would like to request a "slow light" to be installed in order to be proactive due to upcoming changes.

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

- The **Water Service Line & Valve Installation Project**
  - Councilman, Derek Anspach made a ***motion*** to approve the payment of \$79,800.00 to the contractor for the Water Service Line and Valve Installation Project contingent upon receiving Change Order No. 4. If Change Order No. 4 is not received within 3 weeks (by March 24<sup>th</sup>, 2020) The payment will be made minus the addition in the amount of \$70,300.00. Motion was seconded by Councilman, Bill Buzzard. The motion was carried unanimously.
    - Change Order No. 4 included additional work to 1064 Foxtown Hill Road for future water service connection and will deduct pavement restorations along main Street and Foxtown Hill Road. (The pavement restoration at the insertion valve will remain under the project scope.)
- The **Unnamed Cherry Valley Creek (formally the Caledonia Creek)**
  - The waterline is located on 2 residential properties (7627 Cherry Valley Road and 7629 Cherry Valley Road). Our Solicitor, Todd Weitzmann was unable to locate any easements for the two above properties.
  - Project Engineer, Melissa Prugar is requesting proper easements to be provided in order to complete
  - During last meeting the we were informed that it will take a few months to obtain the permit. The Engineer will wait for the Solicitor to provide proper easements prior to submitting the application for General Permit No. 5.
- **UGI Road Opening Permit Application**
  - 4, 6, & 10 Delaware Avenue
  - Will reach-out to Edward Boden who is the operations Supervisor for UGI Utilities.
    - Larry Freshcorn asked if Melissa Prugar may also inquire about rectifying patches in the road that were done improperly.
      - **Paving Restoration Locations:** 26 Mountain Road, 184 Main Street, 46 Broad Street & 101 Broad Street (parking lot).
      - **Concrete Restoration Locations:** 76, 14/20, & 84 Main Street.

- **Lot 15 Caldano Drive/Minsi Road – Stormwater Management Review**
  - Construction of a new single-family residential dwelling on the SW corner of Caldano Drive and Minsi Road. The project will include driveway access from Caldano, public water & sewer services, and a rain garden.

## New Business

- Councilman, Tim Snow made a motion to appoint Eileen Noelle as President Pro Tempore. Councilman, Zack Booth seconded the motion. The motion was carried unanimously.

## Old Business

- Employee Handbook is awaiting finalization.
  - Employee holidays are awaiting approval and will be included in the finalization of the employee handbook.
- Councilman, Bill Buzzard made a **motion** to appoint Derek Anspach as the DWG Representative for the Monroe County Tax Committee (MCTC). Councilman, Tim Snow seconded the motion. The motion was carried unanimously.
- Councilwoman, Eileen Noelle made a **motion** to put a \$500.00 limit on unplanned one-time spending for committees not in regard to bills payable. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.
  - Emergency decisions exceeding the one-time purchase \$500.00 limit made be made via email and announced at the following council meeting.
- **Subdivision Lot 1 & Lot 2 Deed Revision** was provided by solicitor, Deb Huffman and **signed** by both Secretary/Treasurer, Shaina Serrano and Council President, Jack Shoemaker.
- Councilman, William Buzzard made a **motion** to accept the proposed fee schedule for the Borough of Delaware Water Gap provided to us by Zoning Officer, Mark Kirk of SFM Consulting, LLC. with the additional inclusion of a 15% administrative fee to each applicable cost. Councilman, Derek Anspach seconded the motion. The motion was carried unanimously.
- Shaina Serrano requested for the approval to be paid as a contractor on a separate check for the creation and management of the new dwgpa.gov website and any future work completed.
  - The rate being requested is \$45/hour opposed to the \$65/hour fee being charged by Garcom.
  - Council was also asked if they may propose a set number of hours per month that should not be exceeded.
  - Council decided to **table this matter** for the executive session tonight.
- DWG Borough Hall Building security system **has been tabled** until the next monthly meeting as it is not yet complete.

## Committee Reports

### *Water Committee (Derek Anspach)*

- Water operator, Craig LaBarre informed the Borough of an antiquated 8” check valve located at 61 Broad Street.
  - Owners were under the impression that the valve needed to be open at all times in order to feed the town water from their tank. (**This is incorrect. The tank is for fire suppression**).

- 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.
- Mr. Anspach contacted Trinity Subsurface and asked them to reaching out to Portland Contractors prior to responding to a PA1 Call.
- Portland Contractors completed the DRBC audit.

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

- We ordered and received the 10 recycling bins. We were able to have the company honor the same price of our initial order
- Vice-President, Bill Buzzard suggested that we should create guidelines for the disbursement of recycling bins.
  - Shaina, please look into this.
- Mr. Snow reminded us to set our clocks ahead this weekend for daylight savings.

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

- Email addresses (.gov) have been created for all councilmembers and staff.
- Lee Myles has closed their business since our last meeting. We are in need of a new mechanic. (Asking residents to provide local recommendations).
  - Resident, Desiree suggested A&L located near Foxtown Hill Road.

### *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.
- Mrs. Paulette shared that both her and Ms. Serrano completed a training with a company named Condor to accept credit card payments online, over the phone and in person. This vendor was recommended by ESSA Bank (our current bank). Ms. Serrano was also able to have ESSA Bank provide us with a Check Scanner at no cost to us in order to eliminate trips to the bank for check deposits.
  - There will be a one-time \$500.00 online set-up fee and a \$99.00 credit card swipe machine fee to complete the set-up process.
- Councilwoman, Lisa Paulette made a ***motion*** to accept the fees totaling \$599.00 to proceed with the option of accepting credit card payments online, over the phone, and in person. This motion is also to approve moving forward with remote check deposits. Councilwoman, Eileen Noelle seconded the motion. The motion was carried unanimously.
- The RCAP meeting with the Water & Special Projects Committees was today and went well. There is a schedule that has been put in place and will be followed.
  - Currently working with Jim Reynolds and Lauren Hoglund on GIS Mapping as well as attending the Municipal Authority meetings.
- Thursday, March 5<sup>th</sup>, 2020 Lisa Paulette will represent DWG at the Steering Committee Meeting.
  - Mrs. Paulette requested a copy of the village study and Eileen Noelle said she would provide it via email.
- There are currently 2 pump houses that utilize internet and phone service. The control company has suggested to use a hot spot with the new technology through the provider Verizon Wireless. Mrs. Paulette will obtain a quote that should save almost 50% of our current expense.
- Thanked Schoolboard Representative, Patricia Candid for coming to our meeting.

### *Zoning/Personnel (Derek Anspach)*

- The Zoning Ordinance that was distributed includes a couple different 30-day reviews.
  - Has to be reviewed by Monroe County and the Planning Commission.
    - Has been provided to the county unofficially in attempts to speed-up the process.
  - President, Jack Shoemaker thanked Mr. Anspach for all his hard work and dedication with this project.

### *Open Space & Trail Committee (Susan Cooper)*

- Madam Chair, Susan Cooper informed the council that the Trail Committee was able to have the Liberty Water Gap Agreement with Monroe and Northampton Counties signed to have the trail alliance approved in order to get Liberty Gap Trail up and going.
  - Both counties have been awarded money to get the project off the ground.
- The shared park field has been destroyed by ATVs and thousands of people will be affected by this vandalism. We believe that Smithfield will be responsible to fix the unfortunate destruction of property.
- Larry & Jack have attended the Cell Tower meeting and they are seeking locations that we might be able to provide space to install towers. Kelly Lewis is involved. It would be financially beneficial to our borough as well as increasing the cell service in our area. This would also be benefit to emergency workers.
  - Sue Cooper requested if the borough may be careful with the land being chosen to use.

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

### *Building/Roads/Maintenance Committee (Jack Shoemaker)*

- Councilman, Jack Shoemaker announced that both he and Shaina worked on reducing the electric supplier rates for all of our electrical accounts. After hard work, we reduced the rates from as high as 16/kwh to 4.7/kwh.
- Cherry Valley Road Grant has been awarded and we are beginning the preliminary processes to begin the project.

## **Public Comments**

- Councilman, Tim Snow made a ***motion*** to go into Executive Session at 9:01 PM to discuss personnel matters. 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 table the personnel matters on the agenda and for the personnel committee to meet with Lauren Hoglund and Shaina Serrano and to report back to Council with recommendations. Motion by Eileen, second by Tim. Vote 7-0 in favor.
- ***Motion*** for executive session at 6:00 on April 6, 2020 prior to the regular monthly meeting to review handbook. Motion by Tim, second by Tim. Vote 7-0 in favor.
- ***Motion*** to exit executive session at 9:49. Motion by Derek, 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.

## Adjournment

Councilman, Tim Snow made a ***motion*** to adjourn. Councilman, Derek Anspach seconded the motion. The motion was carried unanimously.

The meeting adjourned at 9:50 P.M.

*Respectfully Submitted,*

Shaina Serrano  
Borough Secretary/Treasurer



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Borough Secretary/Treasurer

4/6/2020

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Date of approval