

Delaware Water Gap Borough Council  
Minutes Special Meeting  
March 23<sup>rd</sup>, 2020

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### Call to order

The special 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 23<sup>rd</sup>, 2020. The following officials were present: Mayor **Larry Freshcorn**, President **Jack Shoemaker**, Vice President **William "Bill" Buzzard**, Councilmen **Derek Anspach**, **Zack Booth** and the following Council members via telephone conference **Eileen Noelle**, **Lisa Paulette**, and **Tim Snow**. Also present was Borough Secretary Treasurer **Shaina Serrano**. Solicitor **Todd Weitzmann**, Borough Superintendent **Harry Darlington**, Police Chief **Andy Yakubik** and guest **Justin Dorsey** from Blue Ridge Communications Channel 13.

President Jack Shoemaker called the special meeting to order at 12:01 PM.

### Announcements

- Jack Shoemaker announced that there is a proposed Declaration of Emergency for the Borough of Delaware Water Gap.
- **Larry Freshcorn pointed out the following advantages of the proposed declaration:**
  - This is a precautionary measure to assure we are in line for any funding and resources that become available from the state and government will require this declaration to have been made.
  - Mr. Freshcorn talked with Bruce Henry, Director Office of Emergency Management of Monroe County that informed him that most of the other municipalities in Monroe County were signing similar Emergency Declarations.
  - Solicitor, Todd Weitzmann informed us that this Declaration of Emergency will provide DWG with the possibility for funding and reimbursement from PEMA and FEMA.
- No cases have yet to be reported in the Borough of DWG.
- **Announcement to Residents:**
  - Please continue to practice social distancing (staying 6-feet away from each other), washing hands for 20 seconds or using hand sanitizer and cleaning surfaces.
  - Check on the elderly in the community:
    - Michael and Elvi DeLotto are preparing an assembly line in the DWG Firehouse for Meals on Wheels since there has been an issue in the Scranton Location.
      - Preparing Meals and items for those who are unable to shop.
    - Councilman Zack Booth and Mrs. Booth have supplied their telephone number at the post office for those in need of supplies, meals or help shopping.
- **Borough council will continue to meet on a regular basis via telephone and virtually, but all other meetings will be postponed until further notice.**
  - DWG Council will continue meetings to balance health concerns and make decisions transparent to the public.
  - Call-in process has been implemented and we are working on possible improvements.
  - Bill requested that correspondence for the meetings continue to be distributed by email to all council members.
  - Agendas during our Declaration of Emergency will be condensed to include absolute critical information minimizing meetings to about 15 minutes at most. All other matters will be forwarded to the following month.

- No water shut-offs might be a topic of conversation during 5.2020 Monthly Meeting depending in the circumstances of the state regarding COVID-19.

## Motions

- Vice President **William Buzzard** made a *motion* to approve signing the Declaration of Emergency that extends Mayor Larry Freshcorn's the current Declaration of Emergency indefinitely until withdrawn. Councilman Derek Anspach seconded the motion. Motion was carried unanimously by all in attendance in person and over the phone.
- Councilman **Derek Anspach** made a *motion* to approve the additional fee to establish a designated call-in line for our meetings. Councilman Zack Booth seconded the motion. Motion was carried 6 in favor/1 not in favor (Lisa Paulette).
  - Shaina Serrano will look into improvements along with the direction of the personnel committee
- Vice President **William Buzzard** made a *motion* to change the pay period from bi-weekly, Wednesday – Thursday to bi-weekly Sunday – Saturday. Two additional PTO days will be provided to both Shaina Serrano and Lauren Hoglund with the stipulation of being required to use these day by the end of 12.31.2020 and with the ability to cash out the days. Councilman Derek Anspach seconded the motion. Motion was carried unanimously by all in attendance in person and (Council members Lisa Paulette, Eileen Noelle and Tim Snow abstained their votes due to not having the 3.2020 Personnel Notes available at the time of the vote.)
  - Vice President **William Buzzard** withdrew the motion to be discussed at the next Regular Council Meeting.

## Correspondence

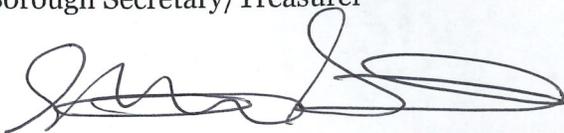
1. Meeting Notes from 3.2020 Personnel Meeting
2. Borough of Delaware Water Gap, Monroe County, PA Joint Declaration of Disaster Emergency 3.23.2020
3. Borough of Delaware Water Gap Declaration of State of Emergency 3.20.2020.

## Adjournment

Vice President William Buzzard made a *motion* to adjourn the Borough Special Meeting at 12:49 p.m. Councilman Derek Anspach seconded the motion. Motion was carried unanimously by all in physical attendance. Council members present via teleconference abstained.

*Respectfully Submitted,*

Shaina Serrano  
Borough Secretary/Treasurer



Borough Secretary/Treasurer

4/6/2020

Date of approval