

Delaware Water Gap Borough Council

Regular Meeting Minutes

April 6th, 2020

Call to order

The Regular Meeting of the Borough Council of Delaware Water Gap was held on a virtual Zoom call accessible both online and by telephone on Monday, April 6th, 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 were Borough Secretary/Treasurer **Shaina Serrano**, Borough Superintendent **Harry Kent Darlington** and Solicitor **Deb Huffman**, and Fire Department Chief **Howard Ike**. Special Guest DWG Municipal Authority Chair, **James Reynolds**. The following were excused for nonattendance: Zoning Officer **Mark Kirk**, DWG Police Chief **Andy Yakubik** and Open Space & Trail Committee Chair, **Sue Cooper**.

President Jack Shoemaker called the meeting to order at 7:07 p.m. and lead the Pledge of Allegiance.

Reports

Secretary/Treasurer’s Report (Shaina Serrano)

- President Pro Temp Eileen Noelle 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 March 2nd, 2020. Councilman Derek Anspach seconded the motion. The motion was passed unanimously.
- Councilman Derek Anspach made a **motion** to approve March 2nd, 2020 Regular Council Meeting Minutes. Councilman Zack Booth seconded the motion. The motion was passed unanimously.
- Councilman Zack Booth made a **motion** to approve March 23rd, 2020 Emergency COVID-19 Meeting Minutes. Vice President Bill Buzzard seconded the motion. The motion was passed 5/0 with both Eileen Noelle and Lisa Paulette abstaining.

Superintendent Report (Harry Kent Darlington)

- No report provided

Police Report (Chief, Andy Yakubik)

- Monthly Report provided

Mayor’s Report (Larry Freshcorn)

- Provided information on the death rate of COVID-19 in PA and the US. And the difference between COVID-19 and the Influenza.
 - Soula Jacobs commented that she is willing to support us with help this is needed.
- “No Parking” signs have now been installed on Mountain Road.
- The DWG Police Dept. is now issuing Borough Citations for parking violations.
- Neighborhood Program
 - Mike and Elvi DeLotto are cooking and other members are helping to transport meals everyday aside from Sundays.

- Thank you to Aleks Trucking for your generous donation to this program in the amount of \$1,000.00 and to Zack Booth for picking-up a resident's prescription that was unable to. Thank you all for your continued help and working as a team during this crisis.
- Another special thank you to Howard Ike, the DWG Fire Dept. and other citizens for making 2 elderly residents' birthdays extra special.

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

- **The Water Service Line & Valve Installation Project**
 - Missy will be providing Secretary/Treasurer, Shaina Serrano with payment information for contractor.
- **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, but we still need access to the properties.
 - Councilman Derek Anspach and Superintendent Harry Kent Darlington will make personal requests to be able to access properties for the creation of easements.
- **Cherry Valley Road Improvements – LSA Grant**
 - Preparing proposal, but it will most likely exceed grant allotment.
- **Lot 15 Caldono Drive/Minsi Road – Stormwater Management Review**
 - Resubmission of blueprints being reviewed.

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

- Chief had a poor connection.

New Business

- Councilman, Derek Anspach made a ***motion*** to sign the ***Resolution 2020-002*** in order to appoint John W. Shoemaker, William Buzzard, Shaina Serrano and Eileen Noelle as authorized people and signers to authorize the request to add, remove and/or change Cash Management Services with all ESSA Bank & Trust as well as PLIGT accounts. Councilman, Zack Booth seconded the motion. The motion was carried unanimously.
- Councilman, Derek Anspach made a ***motion*** to reappoint Harry Kent Darlington as Zoning Hearing Board Alternate member effective 01.01.2020. Councilman, Zack Booth seconded the motion. The motion was carried unanimously.
- Vice President, Bill Buzzard made a ***motion*** to reappoint Martin Wilson for a 5-year term as a member of the DWG Municipal Authority effective 01.01.2020. DWG MA Chair, James Reynolds correct the information if it is incorrect next meeting. Councilman, Derek Anspach seconded the motion. The motion was carried unanimously.
- President Pro Temp, Eileen Noelle made a ***motion*** to reappoint Walt Conway for 1-year as a Building Hearing Board Alternate Member effective 01.01.2020. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.
- President Pro Temp, Eileen Noelle made a ***motion*** to sign the ***Resolution 2020-003*** to Shaina Serrano to be the authorized representative to make requests upon and receive any and all tax information and records from Berkheimer relative to Delaware Water Gap. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.

Old Business

- Councilman, Derek Anspach made a ***motion*** to match DWG MA pay rate 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 difference. Vice President, Bill Buzzard seconded the motion. The motion was carried unanimously.

- Vice President, Bill Buzzard made a **motion** to change the payroll period to Sunday – Saturday with a pay date of Friday beginning next pay cycle. Also, to provide Shaina Serrano & Lauren Hoglund with 2 additional PTO days that need to be used by 12.31.20 with the option to cash out. In order to ease the possible hardship. Councilman, Derek Anspach seconded the motion. The motion was carried unanimously.
- Employee Handbook finalization and approval were **tabled**.
- DWG Borough Hall building security system has was **tabled**.
- Compensation to Shaina Serrano for website creation and maintenance was **tabled** for personnel suggestions.
- Working from home suggestions provided by the personnel committee were discussed to be **voted on over email**.
- 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.
 - The Water Committee needs to investigate category of services lines that have check valves. Derek Anspach to follow-up.

Committee Reports

Water Committee/Zoning Ordinance (Derek Anspach)

- The Zoning Ordinance – Everyone has received a copy of the book. We are currently awaiting Solicitor, Todd Weitzmann’s response to a legality question. Then Carson will complete changes, council will review, as long as the County is okay with it.. We will submit for final approval.
- There has been a fuel pump & switch generator failure at Wellhouse #6/7. (*It was emphasized that this is extremely important*). We are currently awaiting quotes and will try to apply for any grants we are eligible for to assist with the cost.
 - Follow-up with Engineer, Missy Prugar for possible grant suggestions.
 - If an emergency came-up we have the option to use a loaner/plug-in & port.
 - It isn’t economical to repair old military generator. Replacing it with one similar to the generator installed in Wellhouse #4.
 - Cost will be approximately \$16,000.0. However, we are still awaiting quotes from vendor, Critical.

Budget/Finance Committee/Personnel (Bill Buzzard)

- Provided meeting notes from Personnel Committee including suggestions.

Sanitation/Recycling Committee (Tim Snow)

- No comments

Economic Development Committee (Eileen Noelle)

- Food businesses are open for pick-up only.
- Sycamore Grill was robbed by someone with a pick-up truck. Asking all residents to please keep their eyes open.
- Gulf Gas Station is closed, Sunoco Gas Station is open without any attendants.
 - Fire Chief, Howard Ike had reached-out to the state police and they informed hi, that it is legal, but he plans to contact the Fire Marshall for further guidance. There are no shut-off switches on the outside of the building in the even of a gas leak or explosion.

- Pizzeria and Bakery are open for pick-up only and will follow-up with Joe Bosco's for their schedule. **Let's support our local businesses!**

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

- Meeting on March 18th, 2020 Walk Works Steering Committee.
 - Councilwoman, Lisa Paulette is interviewing with the coordinator this Thursday, April 9th, 2020. She also needs others in the community to interview with her.
 - Open Space Coordinator of the Steering Committee, Fallon Horan – fhoran@monroecountypa.gov. **Please contact her to schedule an interview.**
- The DWG Borough received an email questioning parks' closures.
- There has recently been overloading of parking entering the Appalachian Trail.
 - Is there a par representative that is a part of this committee?
 - Resident, Soula Jacobs suggests other entrances and continued social distancing.

Open Space & Trail Committee (Susan Cooper)

- Excused. No Comments.

Building/Roads/Maintenance Committee (Jack Shoemaker)

- No Comments

Public Comments

- On Mountain Road if any cars are parked on the downhill slope they will be ticketed, otherwise they are parked on private property and will be towed.
- Fire Chief, Howard Ike asked if we are able to install no parking signs on Lake Road if that is located in the Borough of DWG.
 - Mayor, Larry Freshcorn said he will follow-up with the Borough Police Chief, Andy Yakubik.

Adjournment

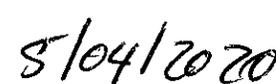
Councilman, Derek Anspach made a ***motion*** to adjourn. Vice President, Bill Buzzard seconded the motion. The motion was carried unanimously.

The meeting adjourned at 8:17 P.M.

Respectfully Submitted,

Shaina Serrano
Borough Secretary/Treasurer


Borough Secretary/Treasurer


Date of approval