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# Delaware Water Gap Borough Council

## Regular Meeting Minutes

### May 3, 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, May 3rd, 2021. The following officials were present: President **Jack Shoemaker**, Vice President **Bill Buzzard**. Mayor **Larry Freshcorn**, Councilmen **Tim Snow**, **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 **Melissa E. Prugar P.E.**, DWG Police Chief **Andy Yakubik**, Fire Chief **Howard Ike**. Open Space & Trail Committee Chair, **Susan Cooper** absent.

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 L. Paulette seconded the motion. MOTION passed unanimously. MOTION passed unanimously.
- T. Snow made a motion to approve April 5, 2021 Regular Council Meeting Minutes. L. Paulette seconded the motion. MOTION passed unanimously.

#### **Adopt Official Map**

- Ordinance of the Borough of Delaware Water Gap, Monroe County, Pennsylvania, to establish and Adopt the "Official Map" of the Borough of Delaware Water Gap, Monroe County, pursuant to Article IV of the Pennsylvania Municipalities Planning Code as it relates to the transportation corridors. Vote
- Solicitor D. Huffman commented that this is the same map ordinance that was previously passed. We needed a full-size map and it was not available. She will drop one off at the office to be signed.
- Motion made by B. Buzzard, seconded by L. Paulette. MOTION passed unanimously.

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

- Report Provided
- E. Noelle asked about the Water Gap Wellness request to connect to a waterline. Bill Englert from the center was in attendance. B. Buzzard will contact him to discuss.

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

- 1) Suspicious vehicle 1) Assault 1) Disorderly/Intoxicated 2) Criminal Mischief 1) Parking Complaint 1) Assist Park Police 1) Trespassing 2) Suspicious vehicle check 4 Traffic Stops were conducted in the Month of April
- T. Snow looked for the sign ordinance and was not able to find it. L. Freshcorn saw the ordinance and map last year. L. Freshcorn, T. Snow and A. Trotter will look for the ordinance.

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

- Mayor Freshcorn reported on the Toll Bridge work which is a seven month project. Three lanes will remain open Westbound. Hopefully the town won't be impacted by the project. Tolls are going to be raised to \$3.00 cash and \$1.25 for EZ Pass.
- Clarion Hotel has no homeless guests currently. Jennifer Fuente is keeping him updated.
- Garbage cleanup on Foxtown Hill Rd was done by employees from Vertullus.
- Resident on Shepard Court had a trespassing issue. No streetlights in the area. He will look into getting a streetlight.

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

- 5 calls in April.
- Work is being done on the firehouse lights.
- Firetruck in Marshalls Creek selling for 50K. Voting on the purchase at the next meeting.
- 16 firefighters trained, 5 more in training
- The command vehicle was involved in a parking lot accident and has been repaired.
- Fire Hydrant marker flags ongoing discussion.

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

#### Report Provided

- M. Prugar Discussed the plan for application of the ARLE Penn DOT Grant. She will send the sketch plan to council members. Next step is cost estimate.
- Received the documents from Barker & Barker for the Cherry Valley Road Improvement Project. She will review and set up a meeting to discuss. A work schedule should be submitted.

### *Zoning Officer Report (Mark Kirk)*

- Jack would like Mark to provide a monthly report for the meeting.

### **New Business**

E. Noelle would like to purchase the second AED that was budgeted for the police car. T. Snow made a motion, B. Buzzard seconded. MOTION passed unanimously. E. Noelle will place the order with Rachel Moyer.

## **Old Business**

- Z. Booth reported on the Dump Truck Repairs (report provided). The approximate total to repair the rust, side bars and engine repairs is \$4500.00. The repairs may add up to an additional 3 years to the life of the truck. It would cost 60k-80k to replace the truck. B. Buzzard made a motion to repair the dump truck, T. Snow seconded. MOTION passed unanimously.
- E. Noelle reported the alarm system is all set up and live. Please return your old keys to Allisen. Harry and Andy keep the manual key in case of a power outage.

## **Committee Reports**

### *Water Committee (Derek Anspach)*

- Request for \$2000 as an estimate for the repair of the Borough Water Storage tank. B. Buzzard made a motion, T. Snow seconded. MOTION passed unanimously.

### *Solicitor Report (Deb Huffman)*

- D. Huffman reviewed what was already approved by council and agrees to send a letter on letterhead in reference to joining two parcels on one deed. Lot 1 and Lot 2. She will provide J. Shoemaker with verbiage for the letter.

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

- B. Buzzard contacted Commissioner Moyer about the American Rescue Act grant money. The Borough is eligible for 74K which will be received in two deposits a year apart. Deposits will be made through the DUNS and SAM account.
- D. Huffman reported the funds are 75% of the 2020 budget and must be spent by December 31, 2024.
- B. Buzzard asked about arrears letters to residents for water and sanitation. D.Huffman's office sent out the sanitation letters and the borough received some payments. Next step is to move forward with lawsuits. Letters for water will go out next. A. Trotter to provide a list to D. Huffman.
- Work Session May 17: Discuss lining up with Municipal Authority Ordinance on payment plan agreement.

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

- E. Noelle provided sheets with personnel hours for the Police Department, Office and Superintendent.
- Notary update: A. Trotter is waiting for bonding information and supplies.
- Employee handbook: Possible discussion at June Work Session.

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

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

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

- ARLE Grant Project: L. Paulette and M. Prugar Engineer walked the area near Mountain Rd and 611. It will slow people down and make it a much safer intersection and could help with Castle Inn sidewalks and perhaps the drainage issues they are experiencing.
- L. Paulette suggested adding an account in the 2021 budget for grants to show that we have something for the grants that require matches.
- Eileen asked about repainting the 25mph sign on the pavement on Broad St which is fading.

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

- Thursday or Friday the railing contractor may come to repair the railings outside.

*Open Space/Trail (Susan Cooper)*

- Susan Cooper announced the buses were running for the first time over the weekend.

**Public Comments**

- Resident Desiree Siena mentioned trucks speeding on Oak Street. Request for new signs to be put up. She asked when in person meetings will start up again. Add to the Work Session Agenda.

**Executive Session**

Motion to exit executive session at 9:29. Motion by Bill, Second by Tim. All in favor.

Motion to accept Derek Anspach's resignation from Borough Council. Motion by Eileen. Second by Tim. All in favor

Motion to advertise a special meeting on May 17, 2021 at 7:00 for purposes of appointing an individual to Council to fill the remainder of Derek's term. Motion by Bill. Second by Zack. All in favor.

Motion to adjourn at 9:32. Motion by Bill. Second by Lisa. All in favor.

Respectfully Submitted,

Allisen Trotter  
Borough Secretary

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Borough Secretary

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Date of approval