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# Delaware Water Gap Borough Council

## Regular Meeting Minutes

### June 7, 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, June 7th, 2021. The following officials were present: President **Jack Shoemaker**, Vice President **Bill Buzzard**. Mayor **Larry Freshcorn**, Councilmen **Tim Snow, Zack Booth and Walter Conway**, 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** and 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.

J. Shoemaker introduced new council member Walter Conway who is stepping in to fill the vacancy on council.

#### **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.*
- T. Snow made a **motion** to approve May 3, 2021 Regular Council Meeting Minutes. E. Noelle seconded the motion. *MOTION passed unanimously.*
- T. Snow made a **motion** to approve May 17, 2021 Special Council Meeting Minutes to fill the vacancy on council. E. Noelle seconded the motion. *MOTION passed unanimously.*

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

- Report Provided
- H. Darlington is unable to find Resident Lisa Ellex's curb stop under the concrete. He will contact Craig LaBar. T. Cornelius offered to contact the previous owner.

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

- A. Yakubik: Officers attended a Click it or Ticket Event with PSP, NJSP and Monroe County area police departments.

- A. Yakubik is working with others to coordinate the “Night Out” event on August 28, 2021. Police cars, fire trucks, K9 unit. Collecting donations for gift basket to be raffled off the evening of the event.
- Truck Inspection School: Louis Chirico attended only to find out they were not having the truck inspection section of the training.
- B. Buzzard asked that A. Yakubik gather information for training and provide it at the next meeting.
- Parking on Mountain and Lake Roads. Add to Work Session Agenda.

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

- L. Freshcorn announced that Officer Mike Ceccato and his wife welcomed a baby daughter on June 4.
- L. Freshcorn attended a roundtable on June 3 and spoke with Susan Wild. He suggested going back to appropriations committee to make it possible for small municipalities to apply for available grants without needing large matching funds.
- Lettering on the police car is too subliminal. Paint the same font with more silver to stand out better. Approximate cost is \$500.00. W. Conway made a ***motion***. T. Snow Seconded. ***MOTION passed unanimously.***
- Resolution for I-80 RockWall. Tara Mezzanotte reviewed the project and answered questions.

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

- No Report Provided
- T. Snow checked on color coding the fire hydrants and was advised not to. Mentioned asking the fire department to paint them for a donation. Add to Work Session agenda.
- The cost of flags for the hydrants is between \$800 and \$900.

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

#### Mountain Road and Main Street (S.R. 0611) Pedestrian Safety Project (June 2021)

- A Preliminary Engineer’s Opinion of Probable Cost, dated May 28, 2021, has been prepared in support of the proposed construction and is provided with this report. A Sketch Plan is also attached for reference.
- A scoping application will be sent prior to submitting the grant application. The ARLE grant is now open until July 1, 2021.
  - Total Grant \$363, 000.00 with engineer costs the total is \$411,000.00. The Borough decided to offer a 5% match. B. Buzzard made a ***motion*** to accept the proposal for the grant with the addition of \$8000.00 for three solar powered speed limit signs. Total Grant to apply for is \$419,000.00. W. Conway seconded the motion. ***MOTION passed unanimously.***
- M. Prugar will send an amended Resolution with the 5% matching funds included. L. Paulette made a ***motion*** to adopt the amended Resolution with the 5% matching funds. E. Noelle seconded. ***MOTION passed unanimously.***
- Quote for Engineer to write the grant is \$1800.00 - \$2400.00.

#### Well Nos. 6 & 7 Generator Purchase – LSA Grant (June 2021)

- The Borough was awarded \$28,336.00 during the CFA Board Meeting on May 25, 2021. The Borough requested \$28,336.00 in grant monies and offered a \$5,000 match for a total project cost of \$33,336.00.

#### DRBC Application for Groundwater and/or Surface Water Withdrawal (June 2021)

- The Borough has requested Boucher & James, Inc. to complete the DRBC Application for Groundwater and/or Surface Water Withdrawal. The application is due July 11, 2022, and a review fee will be required. B. Buzzard made a ***motion***. W. Conway seconded. *MOTION passed unanimously.*

#### Cherry Valley Road Improvements – Construction

- A preconstruction meeting was held with the Roads Committee and contractor on May 18, 2021.
- Upon observation of the storm sewer pipe along Cherry Valley Road at the intersection with Kimberly Road, the Contractor suggested the pipe be cleaned to determine if replacement is required. Change Order No. 1. The total work should cost \$2,460.00. The bid price to replace the storm sewer pipe is \$8,686.00. Should cleaning the pipe determine replacement is not required the Borough will save \$6,226.00.
- The Contractor posed two (2) additional questions: a. Does the Borough want a video of the cleaned-out pipe? This will be an additional cost of \$700.00. Council decided a video is not necessary. Z. Booth made a ***motion*** to move forward with cleaning out the pipe. T. Snow seconded the motion. *MOTION passed unanimously.*
- 2. The Contractor suggested the road to be closed to all, but local traffic. The Contractor indicated that work should last 3 to 4 days. Report to Delaware Water Gap Borough Council June 7, 2021 Page 3 3. The Contractor suggested placing a bituminous curb in front of the concrete driveway at 7722 Cherry Valley Road. The curb will be around 3 to 4 inches high and will be outside of the travel way so it should not be impacted by the snowplow. The Contractor also suggested creating a small channel along the pavement in front of the driveway at 7692 Cherry Valley Road (William's property). This area is also to receive additional mill to match the existing concrete elevation. We believe this will aid in directing stormwater along the road and away from the driveway. The William's were in attendance.
- Notice went out to Cherry Valley Road Residents on June 7, 2021  
Lot 2, Henley Subdivision (June 2021)
- The Applicant/Developer has requested release of their escrow monies. The Borough Council determined that the escrow should be held until the basin is vegetated. D. Huffman will send a letter to the resident.

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

- Report Provided.

#### **New Business**

- Z. Booth reported on purchasing some videoconferencing technology that will allow us to do hybrid meetings. Two separate purchases: Cost \$1203.00 and \$553.00. Total \$1756.00. He will install the system. E. Noelle made a ***motion***. L. Paulette seconded the motion. *MOTION passed unanimously.*
- In Person Meetings. T. Snow made a ***motion*** to go back to in person meetings. W. Conway seconded. *MOTION passed unanimously.*

## Old Business

- Z. Booth reported on the Dump Truck Repairs. It will take approximately one month to finish the repairs.
- D. Anspach explained the increase in costs sheet for the wellhouse generator. Lead time is five to six months. The Water Tower is repaired (both leaks). Submit a report on the coating inside and outside of the tank.
- B. Buzzard made a ***motion*** to purchase the generator with an increase in cost from \$5000.00 to \$8455.00. W. Conway seconded the motion. *MOTION passed unanimously.*

## Committee Reports

### *Water Committee*

- B. Buzzard would like the Gong Well topic added to the Work Session agenda.

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

- Portland Contractors Agreement May 1 2021 – April 30, 2024. B. Buzzard made a ***motion*** to sign the agreement with Portland Contractors. J. Shoemaker seconded the motion. *MOTION passed unanimously.*
- Municipal Authority Resolution for Delinquent Customers and Payment Plan Agreement. B. Buzzard made a ***motion*** to adopt the delinquent customer procedures. W. Conway seconded the motion. *MOTION passed unanimously*
- ESSA Water Loan. A. Trotter will provide a loan payoff amount as of July 16<sup>th</sup> and report at the July meeting.

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

- E. Noelle provided sheets with personnel hours for the Police Department, Office and Superintendent.

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

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

- E. Noelle announced the Pocono Historic Trolley is running from 11am to 5pm, 7 days a week.

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

- L. Paulette mentioned Shull Park fencing around the park. Plans and permit needed.

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

### *Open Space/Trail (Susan Cooper)*

## Public Comments

- Caroline Stasser explained the Geocache Bird House that she would like to put on the Borough's property near the COTA Booth or on a tree in that area. Add to Work Session agenda.

## **Executive Session**

Motion to go into Executive Session at 9:31. Motion by Zack, second by Tim. All in favor.

Motion to exit Executive Session at 10:01. Motion by Zack, second by Bill. All in favor.

Motion to increase Harry Darlington's hours to 1400 for his employment year. Motion by Eileen, second by Zack. All in favor.

Motion to adjourn at 10:04. Motion by Lisa, second by Tim. All in favor.

Respectfully Submitted,

Allisen Trotter  
Borough Secretary

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Borough Secretary

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Date of approval