
Delaware Water Gap Borough Council

Regular Meeting Minutes

July 12, 2021

Call to order

The Regular Meeting of the Borough Council of Delaware Water Gap was hosted at the Borough Hall and via Zoom on Monday, July 12th, 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 **Deborah Huffman**, Superintendent **Harry Darlington**, Engineer **Melissa E. Prugar P.E.**, DWG Police Chief **Andy Yakubik** and 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 W. Conway seconded the motion. *MOTION passed unanimously.*
- T. Snow made a ***motion*** to approve June 7, 2021 Regular Council Meeting Minutes. W. Conway seconded the motion. *MOTION passed unanimously.*

Public Comments

- Marshall Anders and Richard Keiser attended. Discussed concerns about the smokers at Joe Bosco. M. Kirk reported that they are in the process of moving the smokers indoors with ventilation. D. Huffman explained that it would be discussed at Executive Session due to possible litigation.
- Marshall Anders brought up concerns about the property at 4 Shepard's Court. Maggie Mac Glashen was in attendance expressing concerns also. Zoning Officer, M. Kirk, addressed their concerns and assured them that all of the proper zoning requirements have been issued and enforced. Solicitor, D. Huffman, said an appeal can be made to the Zoning Hearing Board.
- Desiree Sienna would like to set up a coin toss (similar the Fire Dept) to raise funds for the Police Department.
- Brenda DeLong expressed concerns regarding Derek Anspach acting as a volunteer for the Borough.
- Lauren Chamberlain said the Founder's Day event was a wonderful for the town and businesses. Thank you to all of the volunteers. Jeff Higbee commented that the Dutot Museum had a very good day with over 50 visitors.
- Val Higbee announced that they are still working on the new Zoning Ordinance and hope to be finished soon.

Superintendent Report (Harry Darlington)

- New water meter installed. Water leak at Water Gap Wellness is being repaired by the customer.

Police Report (Chief, Andy Yakubik)

- A. Yakubik suggested putting up No Parking signs on Lake Road for 90 days per the parking ordinance. E. Noelle made a ***motion***. T. Snow Seconded. ***MOTION passed unanimously***. A. Trotter will send D. Huffman the Parking Ordinance.
- A. Yakubik is working on scheduling Truck Inspection Training. Two parts to the training. JJ Keller and PA State Police training. Waiting for dates to be announced for PSP training. B. Buzzard requested the officers receive the training by end of July, early August 2021.
- W. Conway inquired about parking citations for June. None were issued.

Mayor/Emergency Management Report (Larry Freshcorn)

- L. Freshcorn reported on the Founder's Day Event. Sold out of the food at the booth. Alek's Trucking donated \$1700 in goods. A. Trotter will send a thank you letter. There were less cars in the Car Show this year but the Dutot had many Craft Vendors.

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

- Financial Reports Provided
- H. Ike announced the Pancake Breakfast fund raiser went well. Raffle included, they raised \$1000.
- Work continues on the Fire Hall. LED Lighting and new tiles have been installed. The roof has been repaired. Outside work next. Paint the building.
- The Fire Truck needs to be painted or wrapped. Cost to paint the truck is \$18,000.00. Cost to wrap it is \$8000.00
- Fund Raiser: meat raffle tickets. Winner receives a gift certificate to purchase what they choose at Gary's Meat Market. Drawing on July 21, 2021.
- H. Ike would like to remove Shawnee Fire Department from 24/7 support. H. Ike suggested Mon-Fri from 6am to 6pm instead. L. Freshcorn and B. Buzzard suggest he meet with Shawnee to discuss.
- Fire hydrants need to be stripped and painted. The Borough is offering to pay for the supplies and make a donation to the Fire Department to paint the hydrants.

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

- Mountain Road and Main St Pedestrian Safety Project Update
- The ARLE grant application was submitted on July 1, 2021
- DRBC Application Fee is \$4598.00 for usage of 11 million gallons per month
- Cherry Valley Road Improvements: They were unable to repair the pipe so it needs to be replaced. Drainage discussion. Change Order to be voted on at the August meeting. Add to Work Session Agenda.
- The Escrow will remain with the Borough until the basin plan is completed per plan for Lot 2 Henley Subdivision

- LSA Grant open until September 30, 2021. M. Prugar will check to see if there is a conflict for the Borough and the Fire Department to apply for the grant at the same time.

Zoning Officer Report (Mark Kirk)

- M. Kirk explained the situation with the sidewalks at 14 Main St. Because there is no crosswalk, the sidewalks are acceptable. He will resend the information to council.

New Business

- Ratify vote: Letter of approval for COTA to use Borough property for the festival in September. B. Buzzard made a ***motion***. T. Snow seconded. *MOTION passed unanimously.*
- W. Conway discussed volunteer Derek Anspach and suggested council vote to have him continue to assist with water duties. W. Conway made a ***motion*** to have Derek assist with water billing, meter reading, installing meters and PA One calls. L. Paulette seconded. E. Noelle voted no. T. Snow abstained. *Motion passed.*
- Z. Booth: PA One Call has a \$125.00 annual fee

Old Business

- Z. Booth reported the dump truck repair total was \$3310.99 (under budget). It looks great and drives better.
- Geocaching site on Borough property. Z. Booth made a ***motion*** to allow the birdhouse on the tree across for the Castle Inn. T. Snow seconded. *MOTION passed unanimously.*
- Resolution for impact study on 1-80 Rockwall project. Tabled

Committee Reports

Water Committee

Budget/Finance Committee (Bill Buzzard)

- Discussion about paying off the ESSA Water Loan: pay half this year and half next year. Balance in Water Fund is approximately \$351,000.00. Payoff as of July 16, 2021 is \$196,212.00. Balance in the Water Fund after payoff is approximately \$150,000.00. Water revenues are approximately \$44,000.00 per quarter.
- W. Conway made a ***motion*** to pay \$100,000.00 this year and the balance in 2022. T. Snow Seconded. Motion failed to pass. Z. Booth made a ***motion*** to pay off the loan in full. W. Buzzard seconded. W. Conway and T. Snow voted no. *Motion passed.* A. Trotter will pay off the loan to ESSA.
- T. Snow suggested setting up savings for a new dump truck over the next several years. 1/5 of the total cost to replace the dump truck. Discuss in November (budget 2022).

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

- E. Noelle reported that H. Darlington's hours have been increased to 1400 hours for the year.
- E. Noelle reported that the Personnel Committee reviewed the Volunteer Confidentiality Agreement and made some amendments. Z. Booth made a **motion** to adopt the Confidentiality Agreement. E. Noelle seconded. *MOTION passed unanimously.*

Sanitation/Recycling Committee (Tim Snow)

Economic Development Committee (Eileen Noelle)

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

- L. Paulette would like to pursue the LSA Grant for the second Pedestrian Safety Project Main St to Broad St as per the Active Transportation Plan. Would like to work with Missy. Discuss at Work Session.

Building/Roads/Maintenance Committee (Tim Snow)

- Ratify Vote: Oak Street Drain Project. Lou Marki expense. J. Shoemaker made a **motion**. T. Snow seconded. *MOTION passed unanimously.* Storm drains were installed
- T. Snow reported the handrail at the Borough Building has been repaired

Open Space/Trail (Susan Cooper)

Executive Session

Motion to exit Executive Session at 10:29 : Motion by Lisa, Second by Walt. All in Favor.

Motion to pay for Allisen Trotter to attend necessary training to become a certified Right to Know Officer and pay all associated costs including pay. Motion by Zack, Second by Bill. All in favor.

Motion to adjourn at 10:31. Motion by Walt, Second by Zack. All in Favor.

Respectfully Submitted,

Allisen Trotter
Borough Secretary

Borough Secretary

Date of approval