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# Delaware Water Gap Borough Council

## Regular Meeting Minutes

### August 2, 2021

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#### **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, August 2nd, 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** and Open Space & Trail Committee Chair, **Susan Cooper**.

President Jack Shoemaker called the meeting to order at 7:00 p.m. and lead the Pledge of Allegiance.

#### **Reports**

##### *Treasurer's Report*

- W. Conway made a **motion** to approve the Treasurer's Report B. Buzzard seconded the motion. *MOTION passed unanimously.*
- T. Snow made a **motion** to approve July 12, 2021 Regular Council Meeting Minutes with removal of redundant information under the Police Report and correction under Engineer's Report to 11 *million* gallons. E. Noelle seconded the motion. *MOTION passed unanimously.*

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

- New curb stops have been installed at 57 and 63 Oak Street.

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

- Officer Louis Chirico and State Trooper King attended. DWG Police are not allowed on I-80. Trooper offered to give guidance for truck inspections after the officers are certified.
- Truck Inspection training is scheduled in September (date TBD). Chief Yakubik and Officer Chirico are confirmed for the first two slots open. Class is 8 hours. T. Snow would like to discuss extra work hours to make up for the time they attend training. Work Session agenda.
- Unemployment Fraud

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

- Working on documentation for preparing for an emergency in DWG. Once reviewed he will get it to everyone.
- If you see Spotted Lantern Flies, please report them. They can be reported online or via telephone.
- Rockwall on I-80 update. Options may be to fix the S curves instead of building the wall.

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

- Financial Reports Provided
- 15 calls
- Ongoing discussion about removing Shawnee Fire Department from 24/7 support. L. Freshcorn wants to meet with Shawnee to discuss. D. Huffman will check with Control Center to find out who the letter needs to come from if the decision is made to change the support plan. L. Paulette discussed following the state rules and the chain of command. Response for protocols for PEMA and FEMA.
- LSA Grant support: Letter and Resolution for Fire Department to apply. E. Noelle made a ***motion*** to support the application for the LSA Grant. Seconded by W. Conway. *MOTION passed unanimously.*

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

- Drainage improvements at Kimberly Road. After further analysis the following improvements are proposed as Field Change No. 2. Increase in cost totaling \$40,310.00. There will be a time extension: Friday October 8, 2021. See below details:
- 1. A 4-inch high macadam curb along the width of the existing driveway. Currently this driveway is not in use. 2. Three (3), Type M inlets will be placed along the new macadam curb to aid in collection of the stormwater flowing down Kimberly Road. 3. One (1), 24-inch RCP pipe will convey the stormwater along Cherry Valley Road to a new storm manhole located near the existing endwall. 4. The two (2) existing pipes crossing Cherry Valley Road at the existing endwall will now be replaced with one (1), 24-inch RCP pipe. A 24-inch endwall will now be placed. This endwall is already on site. 5. The existing ditches at the two (2) existing pipes will be excavated and riprap placed to allow the use of only one (1), 24- inch pipe crossing Cherry Valley Road. 6. Four (4) inch high macadam curbs will also be placed at two (2) additional driveways to aid in keep stormwater from ponding on the existing driveways. H. Darlington mentioned the Stroudsburg and East Stroudsburg school buses will be in route in October and will need to be notified. A. Trotter will send letters to school districts with resident letters when we know the dates the road will be closed. Notify Waste Management the week of closure.

- The LSA Grant for a new pedestrian safety project along Main St extending from Foxtown Hill Rd to intersection with Broad St. In 2014 the plan consisted of retaining walls and 4 feet of sidewalks (Right of way). Cost at the time was \$325,000.00. Does not include PennDOT fees. B. Buzzard emphasized how the project could benefit Martz Trailways, Woman's Resources, Water Gap Village and the Fire House. The cost for Boucher & James to prepare the grant application is approximately \$4000.00. W. Conway made a **motion** to proceed with the grant application. Seconded by B. Buzzard. *MOTION passed unanimously.*
- D. Huffman needs to provide easements for Caledonia Creek (General Permit 5) to Engineer.

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

- M. Kirk announced he is moving out of the state. He is recommending Michael Manter to take his place as Zoning Officer as of September 1, 2021. Michael is currently the Zoning Officer for Stroud and Elmira Townships and is certified. He works as an Independent Contractor and his fee is \$50 per hour. W. Conway made a **motion**. Seconded by B. Buzzard. *MOTION passed unanimously upon Solicitor's review of the contract.*
- David Manter will continue as the Boroughs Building Inspector.

### **New Business**

- D. Huffman mentioned that The Sunshine Law has been amended. Effective August 29, 2021 meeting agendas must be posted on website at least 24 hours prior to the meeting. Agendas cannot be changed once they are posted.
- Parking spot on Main Street: When pulling out of the Dutot Museum Driveway the parking spot creates a blind spot and you are unable to see oncoming traffic.
- T. Cornelius said there is a parking spot that creates a blind spot when turning onto Main Street from Oak Street. B. Buzzard made a **motion** to eliminate the two parking spots. W. Conway Seconded. *MOTION passed unanimously.* H. Darlington will eliminate the two parking spots.

### **Old Business**

### **Committee Reports**

#### *Water Committee*

- B. Buzzard mentioned the well at the Glenwood Hotel. There is a well on the property that needs to be filled in so it cannot be used. D. Huffman will check with T. Weitzmann.
- Water Tank Evaluation is scheduled for August 18, 2021.

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

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

- E. Noelle reported the total hours remaining for personnel. Harry: 521.25, Allisen: 832.25 and Police: 957.50

*Sanitation/Recycling Committee (Tim Snow)*

*Economic Development Committee (Eileen Noelle)*

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

- L. Paulette reported that there is a Transportation Alternative Grant. Pre-application is due on August 16, 2021. Looking into the application for the Train Station. \$50,000.00 to \$1, 000,000.00 grant could be available (no match). Engineer M. Prugar emailed them to find out how the pre-application process works. Advertise (would need to ratify the vote at next meeting). W. Conway made a ***motion*** to move forward with pre-application. E. Noelle seconded. ***MOTION passed unanimously.***

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

- T. Snow reported that the electrician, Reggie Clapper, fixed the light in the Borough Hall driveway.
- The ants are congregating in the timer and they need to be cleaned up again.

*Open Space/Trail (Susan Cooper)*

- S. Cooper reported on the Liberty Water Gap Trail. The Park trail route is the Statue of Liberty Park to Portland, PA. A new study will be done soon. There is an online plan. Discussed the difference between a National Park and Recreation Area. No hunting or fishing is allowed in a national park.

**Public Comments**

- Residents Melanie and Richard Williams (7692 Cherry Valley Rd) do not want a curb in front of their property. They feel that an asphalt drainage ditch (Sea ditch) should be installed during the repavement project of Cherry Valley Rd from the edge of our driveway to the existing drainbox (about 60ft) towards Main St.
- Francis Crank was in attendance (7709 Chery Valley Rd). She and her husband are concerned about putting a curb in front of her house. The existing curb is broken causing water runoff in their basement. Engineer M. Prugar will try to come up with an alternative and re-evaluate the curb.
- A. Yakubik reminded everyone that "Night Out" is Saturday August 28 at 6pm around The Castle Inn and it will be a great family event.

**Adjournment**

- Motion to adjourn at 9:14pm. Motion by W. Conway , Second by E. Noelle. All in Favor.

Respectfully Submitted,

Allisen Trotter  
Borough Secretary

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Borough Secretary

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Date of approval