
Delaware Water Gap Borough Council

Regular Meeting Minutes

September 13, 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, September 13th, 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**, Engineer **Melissa E. Prugar P.E.**, DWG Police Chief **Andy Yakubik** and DWG 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 led the Pledge of Allegiance.

Reports

Treasurer's Report

- B. Buzzard made a motion to approve the Treasurer's Report and include a bill from Critical Systems in the amount of \$900 for Wellhouse 4. W. Conway seconded the motion. MOTION passed unanimously.
- T. Snow made a ***motion*** to approve August 2, 2021 Regular Council Meeting Minutes. E. Noelle seconded the motion. *MOTION passed unanimously.*

Superintendent Report (Harry Darlington)

- F550 Dump truck inspection due. Needs 4 shocks approximate cost is \$600.00. NextGen Auto DWG provided estimate. T. Snow made a ***motion***. W. Conway Seconded. *MOTION passed unanimously.*
- Caledonia Dam needs more material placed due to the recent heavy rains. Some of the R-6 stone was moved down stream. A few council members volunteered to meet at the dam. Z. Booth, T. Snow and B. Buzzard. Resident Marty Bartholomew suggested the Engineer take a look at the dam and report back.
- No parking signs needed for Well House 6. A. Trotter will order two signs.

Police Report (Chief, Andy Yakubik)

- Police Report Provided
- L. Freshcorn reported that Thursday September 16, 2021 Chief Yakubik and Officer Chirico will attend Truck Inspection school.
- Night Out was very successful. Great job and thank you to all of the volunteers!

Mayor/Emergency Management Report (Larry Freshcorn)

- L. Freshcorn provided a storm report. Status of river and creeks which were very high after Ida and Henri. Fire Chief H. Ike and Firefighters helped to monitor during the storms.
- DWG Police Department has a Facebook Page.
- September 25, 2021: Pick Up the Poconos sponsored by Pocono Mountain Vacation Bureau. Provide garbage bags, vests, etc. Need volunteers to sign up by 9/20. Meet at the Borough Hall. Time TBD.
- Grants available: BRIC (Building Resilient Infrastructure and Communities). L. Freshcorn needs some help if anyone wants to volunteer. L. Paulette: we need to identify Borough Hall projects and needs. L. Freshcorn suggested a Generator for the Borough Hall.
- ACT 65: Agenda Amendment on September 13, 2021 during the Council Meeting. Z. Booth made a ***motion*** to add to the agenda: Paint the Crown Victoria Police car. Seconded by T. Snow. ***MOTION*** passed unanimously.
- Agenda Addition: Paint the police car to be used as a decoy. Estimate \$680.00. W. Conway made a motion. T. Snow seconded. ***MOTION passed unanimously.***

DWG Fire Company (Chief Howard Ike, DWG Fire Department)

- Received many Letters of Support for the LSA Grant. Phase One :ADA Compliant,
- Phase 2: Bathrooms, Phase 3: Electrical work
- Chief Ike reported that the Fire Department performed several rescues during Henri.
- W. Conway asked if he could provide a monthly report of incidents.
- Z. Booth inquired about the \$10,000.00 Don Post Foundation Donation. Chief Ike explained the donation was from Lamtech in Portland, PA.

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

- Boucher & James, Inc. met with Lisa Paulette on August 5, 2021, to discuss the scope of work for a new sidewalk along the western side of Main Street between the Martz Bus Station and Broad Street.
- Engineer's Opinion of Cost and Project Description. Total construction cost: \$816,000.00. Included is \$201,000.00 for the retaining wall. Added relocation of five poles since 2014 plan. Total cost with Engineering and Administration Fees is \$1,076,004.00. It may require a Right of Way acquisition. L. Freshcorn asked if residents had been approached about the project. Discussed snow removal and sidewalk maintenance. Some suggestions were made by W. Conway.
- Resolution is required for the submission of the LSA Grant due on September 30, 2021. B. Buzzard suggested a 10% match (\$107,600.00). L. Paulette made a ***motion*** to sign the resolution matching the grant with 10%. Seconded by W. Conway. ***MOTION passed unanimously.***
- A \$100 application fee is required and the Borough will be invoiced.

Cherry Valley Road Improvements Construction

- An estimated start date is September 20, 2021. Approximately ten days to complete
- A speed hump will be added in front of 7709 Cherry Valley Road to address the drainage issues.
- Rip Rap at the Williams driveway
- Drain box and curb at the bottom of Kimberly.
- T. Snow will keep the Fire Department updated on road closures

Solicitor's Report

- Sanitation letters were sent in March 2021 to delinquent customers. Several payments were received. Sending one delinquent customer to Magistrate Court.
- Water Letters were sent out to delinquent customers on September 9, 2021.
- A. Trotter asked how payment plans will be set up. B. Buzzard and D. Huffman will discuss. The idea is to follow the Municipal Authority's guidelines.
- W. Conway asked about Mayor's Court. D. Huffman will look into it.

Zoning Officer Report (Michael Manter, Manter Inspections)

New Business

- Cherry Creek Crossing Trail Award: The award will be presented to Smithfield Township and the Borough of Delaware Water Gap at the Commissioner's' Meeting on Wednesday, October 6th at 9:30 am. Borough needs a representative, preferably one who was involved with the project, to attend the award ceremony. Susan Cooper was chosen to accept the award. W. Conway made a ***motion***. T. Snow seconded. ***MOTION*** passed *unanimously*
- Changing the insurance coverage on Borough Building, Salt Shed and Water Tank. Total savings \$957.00 for the year.
- Discuss purchasing a shipping container L. Freshcorn may have a lead on a trailer through D. Schaedel. Work Session agenda.
- Discuss approval of additional hours for police truck inspection training. T. Snow made a ***motion*** to approve extra hours for truck training inspections for two officers. W. Conway seconded. ***MOTION*** passed *unanimously*
- Trees on Borough property that need to be trimmed or removed. T. Snow mentioned a Maple Tree at the park. H. Darlington Superintendent Report suggests the following: Well house 6, tree down just missed well house All trees that can reach the well house should be removed before the generator is installed.
- The Borough asks that the community let the office know if they see any trees that may need attention.

Old Business

- DWG Fire Department coverage for the Borough. Amend the dual dispatch procedure for fire calls within the Borough to occur on Monday through Friday, 06:00 to 18:00 hours. This applies to fire calls that are currently dispatched automatically with the departments now. Outside those hours, the Control Center would then only dispatch DWG Fire Company unless otherwise requested. W. Conway made a ***motion***. E. Noelle seconded. ***MOTION*** passed *unanimously*
- Send a letter from J. Shoemaker to Gary Hoffman at the Control Center.

Committee Reports

Water Committee

Budget/Finance Committee (Bill Buzzard)

- B. Buzzard will have a draft of the 2022 Budget report to look over at the work session on September 20, 2021.
- Suggested purchasing a laptop for Secretary in the event that she needs to work from home. Tabled.

- New Zoning Fee Schedules provided. Two fee schedules to review. Standard practice to charge a 20% Administration Fee. Does the Borough want to impose the additional fee? Add to Work Session Agenda.
- Contractor is using the Borough land near the bridge and train station. Rental fees were imposed in the past. L. Freshcorn will speak with the contractor.

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

- E. Noelle reported the total hours remaining for personnel. Harry:327 , Allisen: 642 and Police: 815
- Chief Yakubik promoted Officer Michael Ceccato to Sergeant.

Sanitation/Recycling Committee (Tim Snow)

- T. Snow reported there have been issues with Waste Management and missed pickups over the past several months. They have been shorthanded. It has gotten better the last few garbage pickups.

Economic Development Committee (Eileen Noelle)

- Dutot Museum is having the 6th annual En Plein Air Art Show. Opening Reception: September 17,2021 from 7-9pm. Auction: October 3, 2021 is also the last day of the show.

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

- L. Paulette is working on getting support letters for the Main St Pedestrian project. J. Shoemaker suggested a sample letter be provided.

Building/Roads/Maintenance Committee (Tim Snow)

- There is a sink hole at 230 Mountain Rd. T. Snow received a \$3200.00 estimate from Bob Marki to repair the hole. T. Snow made a ***motion*** to fix the hole. W. Conway seconded. ***MOTION passed unanimously***

Open Space/Trail (Susan Cooper)

- S. Cooper mentioned that Jeff Higbee and Edie Buchner also worked on the Cherry Creek Crossing Trail.
- She is very shorthanded and is unable to attend to 911 Trail Meetings. Next meeting is on September 15, 2021.

Public Comments

- Tammy Cornelius announced that the Friends of DWG are planning a Scarecrow Contest this fall.
- Wreaths Across America: December 18, 2021.

Adjournment

- Motion to adjourn at 8:45pm. Motion by W. Conway , Second by Z. Booth. All in Favor.

Respectfully Submitted,

Allisen Trotter
Borough Secretary

Borough Secretary

Date of approval