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# Delaware Water Gap Borough Council

## Regular & Bi-Annual Reorganization Meeting Minutes

### January 6<sup>th</sup>, 2020

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#### Call to order

The Bi-Annual Reorganization Meeting of the Borough Council of Delaware Water Gap was held at The Robert (Bob) Clarkson Meeting Room at 49 Main Street, Delaware Water Gap, PA 18327 on Monday, January 6<sup>th</sup>, 2020. The Honorable Mayor **Larry Freshcorn** stated the re-elected and newly elected council members had submitted sworn/signed copies of residency affidavit and taken the oath to office.

The following members were present: **Derek Anspach, Eileen Noelle-White, Jack Shoemaker, Lisa Paulette, Tim Snow, William “Bill” Buzzard, and Zack Booth.** Also present were: Borough Secretary/Treasurer **Shaina Serrano**, Borough Superintendent **Harry Kent Darlington**, Acting Police Chief **Andy Yakubik**, Alternate Solicitor **Deb Huffman**, Fire Department Chief **Brad Miller** and special guest PA State Representative **Rosemary Brown**. The following were excused for nonattendance: Zoning Officer **Mark Kirk**.

The Honorable Mayor Larry Freshcorn called the meeting to order at 7:30 p.m. and lead the Pledge of Allegiance.

Mayor Larry Freshcorn accepted nominations for the office of Council President. Derek Anspach and Jack Shoemaker were nominated for Council President. Mayor Larry Freshcorn called for a vote and **Derek Anspach** won the vote 4/3 for **Council President**. Mayor Larry Freshcorn accepted nominations for the Office of Council Vice President. Bill Buzzard was nominated for Vice President. Since there were no other nominations, Mayor Larry Freshcorn called for a vote and **Bill Buzzard** was unanimously elected **Council Vice President**. Mayor Larry Freshcorn accepted nominations for the Office of Council President Pro Temp. Jack Shoemaker was nominated for Council President Pro Temp. Since there were no other nominations, Mayor Larry Freshcorn called for a vote and **Jack Shoemaker** was unanimously elected **Council President Pro Temp**.

A special thank you was given to both Elvi DeLotto And Wayne MacWilliams for their dedicated service to Borough of Delaware Water Gap. Special recognition was provided by PA Sate Representative Rosemary Brown. New Council Members were congratulated by residents and Council Members.

Mayor Larry Freshcorn turns the gavel over to new Council President, Derek Anspach.

#### Other Appointments

- President, Derek Anspach made a **motion** to appoint/reappoint the list below. Councilwoman, Eileen Noelle-White seconded the motion. The motion was passed unanimously.
  - Weitzmann, Weitzmann, & Huffman, LLC - Borough Solicitor
  - Jim Ferrari - Building Hearing Board Solicitor
  - Michael Kaspszyk - Zoning Hearing Board Solicitor
  - Boucher & James, Inc. - Borough Engineer and new 2020 Services & Rate Schedule
  - Kirk, Suma & Co., LLP - Auditor
  - SFM Consulting, Inc. - Zoning Officer & Building Inspector
  - Harry Kent Darlington - Borough Superintendent
  - Shaina Serrano - Secretary/Treasurer/Right-to-Know Officer
  - **Tabled** appointing Emergency Management Coordinator & Deputy.

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- Derek Anspach - Monroe County Tax Collection Committee (MCTCC) Representative
- Derek Anspach - Pocono Mountain Council of Government Representative
  - Eileen Noelle-White Alternate
- Walt Conway - Flood Plain Administrator
- Open Space Committee Members
  - Susan Cooper – Chair
  - Susan Wilson – Member
  - Larry Freshcorn – Alternate
- Planning Commission
  - Derek Anspach 12.31.2022
  - Gary Schubert 12.31.2022
  - Ann Biffen 12.31.2022
  - Randy Snow 12.31.2022
- Zoning Hearing Board
  - Carol Penna 12.31.2020
  - Dimitri Snytkine 12.31.2020
- Municipal Authority Members
  - James Reynolds 12.31.22
- Building Hearing Board
  - James Holbrook 12.31.2021
  - Bob Mancuso 12.31.2020
  - Walt Conway expired 12.31.19 **Tabled** to next council meeting.
- Council Committee Appointments & Meeting Schedules **Tabled** to Work Session.

## Reports

### *Secretary/Treasurer's Report (Shaina Serrano)*

- Vice President, Bill Buzzard made a **motion** to approve the Treasurer's Report. Councilwoman Eileen Noelle-White seconded the motion. The motion was passed unanimously.
- President, Derek Anspach made a **motion** to approve December 17<sup>th</sup>, 2019 Special Council Meeting Minutes. Councilwoman, Eileen Noelle-White seconded the motion. The motion was passed unanimously.

### *Mayor's Report (Larry Freshcorn)*

- Lehigh Valley Pocono Hospital adding on ambulance services to existing suburban provider.
- Wreaths Across America was a success and thank you to all contributors. There were 600 participating cemetery's last year and this year there were 1500!
- We have a new Acting Police Chief Andy Yakubik, Patrolman Nate is not currently available, Patrolman Vincent is available a couple hours a month.
- President Pro Temp, Jack Shoemaker made a **motion** to approve hiring two new Patrolman from a local academy's graduating class. Councilman Tim Snow seconded the motion. The motion was passed unanimously.

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

- Established new accounts to purchase tires and salt rock.
- Replaced a drain grate.
- New mapping is currently in the works.

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- Pick-up Truck needs new tools and toolbox.
- Thanked the Borough for the new uniforms purchased.

### *DWG Fire Company (Brad Miller, Fire Dept. Chief)*

- Expressed that he communicated with President Pro Temp, Jack Shoemaker and is requesting if Council could waive the Land Development & Storm Water Management Fees.
- Still interested in being the Deputy Emergency Management Coordinator.
- Fireman, “Smiddy” will not be active until he receives clearance from his doctor. If he is not able to receive clearance, a new Assistant Fire Chief will have to be elected.

### *Emergency Management (Larry Freshcorn)*

- Councilman, Tim Snow made a **motion** to reinstate Shawnee Emergency Management on call 24/7 along with the Borough of DWG Fire Department. Councilman Jack Shoemaker seconded the motion. The motion was passed unanimously.

### *Secretary/Treasurer’s Report (Shaina Serrano)*

- Vice President, Bill Buzzard made a **motion** to **table** the new proposed Fee Schedule for the Borough of DWG until the next Borough Council Meeting. President Pro Temp, Jack Shoemaker seconded the motion. The motion was passed unanimously.

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

- **Cherry Valley Road Improvements – LSA Grants**
  - No comments.
- The **Water Service Line & Valve Installation Project**
  - 184 Main Street - Contractor has completed the boring and connection. Area will be seeded and straw laid. Contractor intends to complete valve box extension at this location.
  - 241 Main Street (Fire Comp.) – Water lateral was laid across the Vertellus driveway. The final connection was made for the fire company.
  - 1072 Foxtown Hill Road (Matos) – As per conversation with the contractor, the work will begin on Wednesday, January 8<sup>th</sup>, 2020 and take approximately 3 days to complete. The project end date was October 25<sup>th</sup>, 2019 and contractor has not requested an extension. The contractor was notified of that the completion date has passed and the contractor had no response.
- The **Caledonia Creek General Permit #5**
  - Boucher & James has contacted the U.S. Fish and Wildlife to confirm that a Bog & Turtle Study is not required to move forward with this project. We are still awaiting their response.
- **Gong Property Boundary Survey**
  - Boucher & James was informed that a deed was found referencing an easement for the existing waterline. Engineer, Missy Prugar will look into easement for specifications. Otherwise there is no work required by Boucher & James at this time.
- **Broad Street Sidewalk/Ramp Repair**
  - No updates at this time.
- **Lot 2 Henley Subdivision Construction Status**
  - Still no update received from contractor.
- A list of grants was provided to the Borough Council and Engineer, Missy Prugar stated that none currently benefit the Borough.

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## New Business

- President, Derek Anspach made a ***motion*** to approve the estimate to repair the storm drain on oak Street provided by L. Marki & Sons, Inc. in the amount of \$3,450.00. President Pro Temp, Jack Shoemaker seconded the motion. The motion was carried unanimously.
- President Pro Temp, Jack Shoemaker made a ***motion*** to approve the advancement of current Acting Police Chief Andrew Yakubik to Police Chief, as Jeff resigned. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.

## Old Business

- Councilwoman, Eileen Noelle-White made a ***motion*** to set mileage reimbursement for salaried Borough Employees at \$0.575/per mile for the 2020 calendar year (same as IRS rate for 2020). President Pro Temp, Jack Shoemaker seconded the motion. The motion was carried unanimously.
- Authorizing additional paid holidays have been **tabled** until the next Council Meeting.
  - Vice President, Bill Buzzard made a ***motion*** to approve Martin Luther King Day 01.20.20 as a paid Holiday this year until the Employee manual is completed. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.

## Committee Reports

### *Beautification/Friends/Water Committee ()*

- No comments.

### *Office/Personnel Committee ()*

- No comments.

### *Zoning Committee (Derek Anspach)*

- The next step in the process for the Zoning Ordinance Book is for it to go to the Planning Commission for approval.
  - In a couple of months, the Zoning Ordinance Book should be ready to submit to the Borough Council for approval.

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

- No Comments.

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

- We will need to get new bids for 2021 sanitation services.
- We need to place an order for more recycling bins.

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

- No Comments

### *Open Space & Trail Committee (Susan Cooper)*

- An estimate of about \$800 was obtained for the clean-up of the area where the Salt Shed is located.

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## *Building/Roads/Maintenance Committee (Jack Shoemaker)*

- We are fully stocked with salt and materials for plowing. Thanked Harry Darlington.
- We are in need to replace a large steel grate on our road, but it is very expensive. We will research alternative ways to cover the repairs for the grate replacement.
  - Possibly we can hire L. Marki & Sons, Inc. to complete the job.

## **Public Comments**

- Resident, Susan Cooper expressed concern about the DWG Fire Department's usage of tax dollars. In her opinion, Fire Department Treasurer, Jim Ferrari should be required to become the second signer on all checks.
- Resident, Dr. James Benson also expressed concern about the DWG Fire Department utilizing tax dollars appropriately.
- Resident, Tammy Cornelius requested if we could post delays for Sanitation on Savvy Citizen.

## **Correspondence**

- Ref# 1a Appointment to Committees (BLANK)
- Ref# 1b Appointment to Committees (2018/2019)
- Ref# 2 Borough Engineer – Monthly Engineer's Report 1.2020.
- Ref# 3 Borough Engineer – 2020Municipal Engineering Services & Rate Schedule
- Ref# 4a from Borough Zoning Officer Mark Kirk - Proposed Fee Schedule for DWG.
- Ref# 4b from Borough Secretary/Treasurer Shaina Serrano - Current Schedule for DWG.
- Ref# 5 Special Meeting Minutes, December 17th, 2019
- Ref# 6 L. Marki & Son, Inc. Estimate to repair storm drain on Oak Street

## **Adjournment**

President, Derek Anspach made a ***motion*** to adjourn. Councilwoman, Lisa Paulette seconded the motion. The motion was carried unanimously.

The meeting adjourned at 9:12 P.M.

*Respectfully Submitted,*

Shaina Serrano  
Borough Secretary/Treasurer

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Borough Secretary/Treasurer

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Date of approval