

Board of Supervisor Meeting Minutes
March 4, 2024
Hybrid Workshop of the Board of Supervisors (Zoom meeting ID was advertised in
advance in the Pike County Dispatch) 560 Route 6 & 209
Workshop 6:30pm & Meeting 7:00pm

Attendees: Anthony Magnotta-Solicitor, Gary Williams-Chairperson, Rachel Hendricks-Vice Chairperson, Robert Di Lorenzo-Supervisor, Shahana Shamim-Secretary/Treasurer,

Workshop: Formalizing Fiscal Control Policies – There was discussion regarding the need to formalize fiscal control policies in writing so that they can be clearly communicated, particularly to new employees. The Solicitor indicated he would assist with developing a list of policies. For the first time, the possibility exists of two staff members signing the same check. Prohibiting this was discussed. Who can use the credit card, what is the limit that triggers need for Supervisor approval will be written into formal policy. Staff need to be aware of the budget so that there is a good handle on keeping spending within limits.

1. **Minutes of February 20, 2024**-Ms. Hendricks made a motion to table the minutes, Mr. Di Lorenzo seconded. There was unanimous approval.
2. **Treasurer's Report: Receipts:** \$2,300 from Conditional Use Applications, \$5,570.17 from Code Inspections, \$10,774.14 from Blue Ridge Cable, \$40,366.67 from Tax Collector. **Financial Institution Acct. Balances:** Wayne Bank Payroll: \$14,875.44, Wayne Bank Investment: \$4,924.75 Interest Rate 0.10%, NBT Checking \$15,729.53 Interest Rate 0.02%, NBT Money Market \$15,585.96, Interest Rate 3%, PLGIT General \$182,559.08 Monthly Distribution Yield 5.16%, PLGIT Liquid Fuels: \$115,771.97, Monthly Distribution Yield 5.16%
3. **State Police- Blooming Grove Barracks - Lori Kistle** - Lt. Kistle, as station commander of Blooming Grove Barracks came to address the Supervisors' concerns about the number of vehicle accidents which took place in 2023. She shared the enforcement details they took to mitigate future accidents. She also inquired about events coming up so that they can have adequate presence and the opportunity to engage with the community.
4. **Roadmaster:** Mr. Williams stated that things have been fairly quiet. He got about 100 ton of salt. We need to buy it before June 1st or we will have to store it. He will be ordering in the next few weeks. The Supervisors discussed crack sealing. Ms. Hendricks suggested Mr. Williams reach out to Jeff Roback at PennDOT to see if ~~they~~ the Dept. of Community & Economic Development would accept the email he sent with estimated costs for repaving the parking lot, instead of a signed engineer's estimate. Mr. Williams agreed to make that call. The second thing they wanted was a signed resolution. Ms. Shamim sent it.
5. **Zoning:** Nothing to add at this time.

6. Public Participation: There was no public participation.

7. Secretary's Report: Mr. Mrozinski re: facade program Zoom session Pa Workers' Compensation Health & Safety Division will provide an active shooter virtual training on 3/21/24; Pocono Tax Administrators sent the county municipal tax estimates as of 3/1/24; Lori Kistle the station commander of Blooming Grove wanted to introduce herself and share enforcement reports; Scott Novatnak of DEP wrote that Stacy Shoemaker will coordinate the time and location of the next meeting; Jayson Wood sent meeting minutes for Comprehensive Plan items and that the Planning Board will have to advertise for a public meeting; a newsletter from Pocono Area Agency on Aging; Mr. Tim Knapp informed us he had approved Eric Passaro's application and sent it to Harrisburg for processing; PennDOT informed about traffic counts that they will collect this year on locally owned roads within the Municipality; DEP wrote regarding information about the NPDES permit for a lot in Milford Highlands; PennDOT informed us the road turn back annual maintenance payment in the amount of \$2,840 will be paid on March 1, 2024; PennDOT also wrote they will pay the liquid fuel tax payment in the amount of \$56,182.03 on March 1, 2024; the transcript for the SALDO hearing of 11/8/2023 from Pamela Birtell, the court reporter.

8. Old Business:

a. Resolution for the Zoning Map: Mr. Di Lorenzo will give all additional research to Mr. Magnotta so he can follow up with the county as well.

Ms. Hendricks mentioned that the map on the new website will be a small and basic map without any zoning information. Just changing the one color that was previously discussed.

b. Zoning Hearing Board Alternate Solicitor: Ms. Hendricks stated we have interest from two solicitors. Mr. Williams suggested we should wait until we get the other information from the other attorney and put it on the agenda for the next meeting. Mr. Di Lorenzo made a motion to table it till the next meeting, Mr. Williams seconded it and it passed unanimously.

c. Act 537 Plan Correspondence: Mr. Di Lorenzo stated that the update was covered in Ms. Shamim's report. We will be notified by Stacy Shoemaker of with a date and location for a new meeting. Ms. Hendricks mentioned she attended the Governors Permit Pennsylvania Conference last week. There were many comments about the Act 537 process. Mr. Stroyan requested two things, 1.) Find out where we sit with the agreement we have and 2.) Should we have another opinion? Ms. Hendricks asked Mr. Magnotta to ensure we have an answer to Mr. Stroyan's question and for Ms. Shamim to put the consideration of hiring an engineering firm for a second opinion on the Act 537 plan on the next meeting's agenda.

9. New Business:

- a. **Conditional Use Application – John G. & Jessica A. Rutkowski:** Ms. Hendricks made a motion to schedule the conditional use application hearing for John and Jessica Rutkowski for Monday, April 1st, 2024 at 7:15pm. Mr. Di Lorenzo seconded it and it passed unanimously. Mr. Di Lorenzo made a motion to lower the fee from \$900 to \$500 due to the home being non-conforming from the beginning so they are forced to have a hearing each time they do a project. Ms. Hendricks seconded it and it passed unanimously.
- b. **Fiscal Control Policies – formalization - a policy for two staff members not to sign the same check or withdrawal paperwork:** This was discussed during the Workshop; Mr. Magnotta will do some research and come prepared to the next meeting for a deeper conversation during the workshop.
- c. **Ambulance Services & Usage:** Supervisor Hendricks volunteered to draft the letter to Westfall Ambulance.
- d. **Temporary Use Approval:** Ms. Hendricks made a motion to approve the temporary use for the construction office trailer for Econo-Pak and Mr. Williams seconded and it passed unanimously.
- e. **Spongy Moth Spraying:** Supervisor Hendricks shared that she received correspondence from Grey Towers indicating they will be spraying for spongy moths this spring. We have no program for spraying but there is interest in the community. Since Grey Towers is spraying, she is hoping we can get information from them. Ms. Hendricks asked for it to be on the next agenda.

10. Other public participation: There was no public participation.

11. Executive Session: Mr. Williams made a motion to recess the meeting and go into Executive session to discuss a personnel matter and Ms. Hendricks seconded it. It passed unanimously. A short time later, Ms. Hendricks voted to reconvene the meeting and Mr. Di Lorenzo seconded and it passed unanimously. Ms. Hendricks made a motion to place an ad for the Assistant Secretary/Treasurer position on Indeed. Mr. Di Lorenzo seconded it and it passed unanimously.

12. Pay Bills and Adjourn: At 8:04pm Mr. Di Lorenzo made a motion to adjourn the meeting and Ms. Hendricks seconded it. It passed unanimously.