

**Board of Supervisors
Regular Meeting**

**February 7, 2022 6:30 PM
East Penn Township Community Center**

The East Penn Township Board of Supervisors conducted their February 7, 2022 regular meeting at the East Penn Township Community Center. Chairman John M. Strockoz called the meeting to order at 6:30 PM followed by the Pledge of Allegiance.

Roll Call:

Supervisors Present	Chairman John M. Strockoz Vice Chairman William G. Schwab Keith House Gary Kuehner Dennis L. Pearson
Supervisors Absent	None
Other Township Officials Present	Township Manager/Secretary/Treasurer Jillyan A. Sterling Assistant Secretary Victoria Taschler Roadmaster Brandon Bradford Engineer Michael M. Muffley

ANNOUNCE TO PUBLIC:

The Board of Supervisors met in Executive Session prior to the meeting to discuss possible litigation.

No letters of interest were received to fill either of the 2 vacancies on the Planning Commission or the vacancy on the Recreation Board. If anyone is interested, please submit a letter of interest via email or in person to the township office.

COURTESY of the FLOOR:

None

APPROVALS:

1	Minutes-	<i>Motion made by Gary Kuehner seconded by William G. Schwab to approve the minutes of the January 19, 2022 Special Meeting as presented. AIF. Motion Carried.</i>
2	Treasurer's Report-	<i>Motion made by William G. Schwab, seconded by Keith House to approve the Treasurer's Report for January 1 through January 31, 2022 as presented. AIF. Motion Carried.</i>
3	Invoices for payment-	<i>Motion made by Gary Kuehner, seconded by John M. Strockoz to approve the transfers and invoices for payment as presented. AIF. Motion Carried.</i>

		<i>Planning Commission, conditional upon all outstanding review comments, waivers, recreation fees and final plans being received. AIF. Motion Carried.</i>
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UNFINISHED BUSINESS:

7	Updates on civil complaints: Berger Creek Rd. –	Defendants Attorney filed a continuance for the hearing which was scheduled for 2/22/22. New argument date is scheduled for March 28, 2022 at 10am, courtroom #3.
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NEW BUSINESS:

8	Salt Contract August 2022 thru July 2023-	<i>Motion made by John M. Strockoz, seconded by Gary Kuehner to authorize the Roadmaster to complete the contract submission for CoStars Salt Contract for August 2022 thru July 2023 at 750 ton. AIF. Motion Carried.</i>
9	Exoneration and Delinquent Lists-	<i>Motion made by Keith House, seconded by Gary Kuehner to approve the 2021 Exoneration and Delinquent List of Township Per Capita tax as prepared by the Township Tax Collector and authorize the Secretary to forward the delinquent list to Berkheimer. AIF. Motion Carried.</i>
10	Road Materials Bids-	<i>Motion by William G. Schwab, seconded by Gary Kuehner to advertise for the 2022 Road Materials bids for April 6, 2022 to April 5, 2023 as recommended by the Roadmaster with bids to be received by 10:00 AM, opened and read at the Township office at 2:00 PM, Wednesday, March 30, 2022 and acted on at the April 4, 2022 Board meeting. Bid packages to be available at the office. Recommendation for materials and quantities to be determined by the Roadmaster. AIF. Motion Carried.</i>
11	Adoption of the Hazard Mitigation Plan & Resolution 2022-10 Carbon County 2021 Hazard Mitigation Plan-	<i>Motion by Dennis L. Pearson, seconded by Gary Kuehner, to adopt the Carbon County 2021 Hazard Mitigation Plan and to adopt Resolution #2022-10 known as the “Carbon County 2021 Hazard Mitigation Plan Resolution”. AIF. Motion Carried.</i>
12	Res. #2022-11 Small Quantities of Bituminous Materials-	<i>Motion made by Gary Kuehner, seconded by Keith House to adopt Resolution #2022-11; “Price Adjustment of Bituminous Materials for Small Quantities”. AIF. Motion Carried.</i>
13	Waiver Request from The Loft at Birch Wilds LLC-	<i>Motion made by Dennis L. Pearson, seconded by Gary Kuehner to authorize the Loft at Birch Wilds LLC to allow temporary field parking at their location to allow outdoor gatherings until</i>

		<i>November 30, 2022. AIF. Motion Carried.</i>
14	Union Negotiation-	Committee to represent the Township in Union negotiations will consist of John M. Strockoz, Gary Kuehner and William G. Schwab as Alternate. Dates and times TBD.
15	Township Engineering Projects and Sewer Payment-	<p>The Board discussed projects with the Engineer to possibly pursue. Discussions will resume once Engineering fees are proposed.</p> <p>Possible projects included:</p> <ul style="list-style-type: none"> -Parks/Golden Trail -Grant applications -Road vacations -Community Center -Culverts & Road improvements <p>The Board tabled the payment for invoice 2-1102022 in the amount of \$98,039.92 until the Engineer can speak with Bowmanstown Borough and request repayment terms.</p> <p><i>Motion made by William G. Schwab, seconded by Dennis L. Pearson to authorize the Township Engineer, Mike Muffley to train Roadmaster, Brandon Bradford in ArcGIS mapping. AIF. Motion Carried.</i></p>
16	Release of Fire Escrow- 885 E. Lizard Creek Rd.	<i>Motion made by William G. Schwab, seconded by Gary Kuehner, to authorize the Treasurer to release a check from the Fire Escrow Account to Stellar Construction Co., Inc. on behalf of Warren C. and Eleanor Berger pending verification that no payments are pending. AIF. Motion Carried.</i>
17	Annual Elected Officials Seminar-	<i>Motion made by Keith House, seconded by Dennis L. Pearson to appoint <u>Dennis L. Pearson</u> to attend the Elected Officials Seminar held by the Carbon County Emergency Management Agency. AIF. Motion Carried.</i>
18	ARP Funds- Zelenkofske Axelrod LLC	<i>Motion made by Dennis L. Pearson, seconded by Keith House, to authorize the Township Manager to gather information including costs from Zelenkofske Axelrod LLC and authorize the hiring of the firm if costs are not exceed \$5,500.00. AIF. Motion Carried.</i>
19	Township SEO-	<i>Motion made by William G. Schwab, seconded by John M. Strockoz to appoint LTL Consultants, LTD as the provider of SEO Services for East Penn Township with Charyn Ayoub to remain the SEO. AIF. Motion Carried.</i>
20	Permit Matters-	<p>Tabled- Discussion regarding the correspondence shared on 2/1/22 regarding requests from the County on permits for parcels that they have no record of the property owner receiving permits.</p> <p>Once the information on properties who have not applied for permits is confirmed does the Township want to send Notice of Violation requiring the owners to apply for after-the-fact permits? If the current owner argues that they purchased the property with the addition/shed/pool etc. will you require them to show proof</p>

		such as the real estate listing with photos etc.?
21	LSA GRANT-	Discussion was held regarding applying for LSA Grant to retrofit the Community Center. Previously applied for the grant in 2020. Rejected in June of 2021. <i>Motion made by William G. Schwab, seconded by Gary Kuehner, to authorize the Township Engineer, to gather costs associated with applying for an LSA Grant for the EPT Community Center. AIF. Motion Carried.</i>

PARKS AND RECREATION:

22	Updates-	<i>Motion made by William G. Schwab, seconded by Gary Kuehner authorizing Hanover Engineering to gather cost information regarding re-applying for a Land Acquisition Grant. AIF. Motion Carried.</i>
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REPORTS, COMMUNICATION, MINUTES:

No report- Parks Commission ✓- Planning Commission ✓- Recreation Board ✓- Zoning/Building

Adjournment: Being nothing further before the Board, *motion by Gary Kuehner, seconded by John M. Strockoz, to adjourn the meeting at 7:36 PM. MOTION CARRIED, Schwab, House, Strockoz, Kuehner, Pearson voting yes.*

Respectfully Submitted,

Jillyan A. Sterling
Township Manager/Secretary/Treasurer