

ROSS TOWNSHIP SUPERVISORS MEETING

August 2, 2021

In Person and by Audio

The Ross Township Supervisors Meeting was called to order by Chairwoman Tina Drake at 7:00PM. Vice Chairman David Shay, Supervisor James Zahoroiko and Solicitor Timothy McManus were also in attendance.

The Pledge of Allegiance was recited by all.

The minutes of the July 12, 2021 Supervisors Meeting were approved as presented by motion of Supervisor Zahoroiko, seconded by Vice Chairman Shay and carried.

A motion was made to approve the current Treasurer's Report by Supervisor Zahoroiko, seconded by Vice Chairman Shay and carried.

OLD BUSINESS:

Ross Township Community Day:

The Board of Supervisors discussed the plans for Community Day scheduled for September 11, 2021. The hours for the event will be 11:00am until 4:00pm. Supervisor Zahoroiko discussed speaking with a band, Funk Norris who would be interested in playing during the event. A motion was made by Vice Chairman Shay to contract the band to play for 3 hours @ \$400, seconded by Chairwoman Drake and carried. Vice Chairman Shay will contact a vendor in regard to donating hotdogs. Chairwoman Drake will continue donating the chips and beverages to sell. A motion was made by Supervisor Zahoroiko for the Board of Supervisors to assist at the event selling food items, seconded by Vice Chairman Shay and carried. West End Park Open Space Executive Director Bernie Kozen had spoken with groups who are interested in attending at the event; WEPOSC, AWSOM, Representative Rosemary Brown and Friends of Cherry Valley.

Vista Estates Roads:

Vice Chairman Shay discussed the email response from Township Engineer Russ Kresge after the meeting last month in regard to cost estimates, etc. Vice Chairman Shay will contact Engineer Russ Kresge and Road Foreman Ethan Brewer tomorrow to coordinate a future meeting.

Kunkletown Road Garage:

Vice Chairman Shay had sent a photo of the garage to a group interested in the project; dismantling the garage and removing it. Vice Chairman Shay is waiting for a response from the group in addition to their insurance, a release and all other documents required.

Schoolhouse Roof:

Vice Chairman Shay discussed the roof status. He is still waiting for a quote. A new estimate is required. Chairwoman Drake had received an estimate and stated, *it's very costly*. Vice Chairman Shay spoke about the prior quote received, approximately \$21,000 and is currently waiting for a revised proposal. The Board of Supervisors discussed the need to keep it historical. The Board of Supervisors commented

about possibly moving the schoolhouse to the municipal building property. Vice Chairman Shay stated, *the cost to move the schoolhouse would approximately be \$30,000*. The Board of Supervisors agreed that it would be more visible and accessible here and could also be used as a museum. The topic will be discussed at a future meeting.

Municipal Building Staining:

Chairwoman Drake spoke about her meeting with a gentleman from the Valor Group. They will provide the Township with quotes for the staining and also for the repairs needed to the Annex Building.

Township Fee Schedule:

Supervisor Zahoroiko discussed speaking with other Townships and provided copies of their fee schedules. Much discussion took place between the Board of Supervisors. They will conduct a cost comparison with the current Township fee schedule and those of other Townships. The topic will be discussed at a future meeting.

Old Business from the Board of Supervisors:

Nothing to Address.

OPEN TO THE PUBLIC:

Sergeant Michael Irons of Lehigh State Police:

Sergeant Irons of the Lehigh State Police introduced himself to the Board of Supervisors and residents. Sergeant Irons provided business cards to the Supervisors and those who requested one. Chairwoman Drake discussed a recent vandalism and theft to the Cherry Valley Wildlife Refuge. Copper pipe had been stolen, etc. Sergeant Irons stated he will set up some patrol checks around the area. Vice Chairman Shay inquired about thefts, burglaries, vehicle accidents and all calls within the Township made to the Lehigh State Police. Sergeant Irons stated he will access those records and run a report to provide to the Township Office. Chairwoman Drake expressed her appreciation to Sergeant Irons and the Lehigh State Police Department.

Edwina Drozd:

Resident Edwina Drozd spoke about the damaged bus stop sign ahead on Mountain Road and would like to request a new bus stop ahead sign, due to many safety issues. She provided a photo of the existing damaged sign to the Board of Supervisors. Also, discussed was the road speed limit posted as 25 MPH. *Edwina Drozd stated, unfortunately many drivers exceed 40 MPH*. Her grandchildren and other children are not able to ride their bikes due to the cars speeding. A Children at Play sign replacement was also requested. The Board of Supervisors stated they will speak with Road Foreman Ethan Brewer in regard to the placement of new signs.

Penny Kellow:

Resident Penny Kellow spoke about her historical home's slate roof. She also mentioned she is a member of the Ross Township Historical Society. She would like to donate her extra boxes of unused slate for the repair of the schoolhouse roof. The Board of Supervisors were very appreciative of the generous offer to the Township. Penny Kellow was asked to provide her contact information to Secretary/Treasurer Danielle Romano for the Board of Supervisors to follow up.

NEW BUSINESS:

Lenny Ventre/Fallon Horan – Ventre Property:

Resident Mr. Lenny Ventre discussed his proposal to donate 43 acres of his property, worth approximately \$500,000 to the Township. Mr. Ventre would like to see the property between Anchorage Road and Brick Church Road turned into a park. The park would provide another area for children to play and also have trails to hike, picnic tables, etc. *Mr. Ventre stated Science and History classes could visit the park to study the stream, vegetation, and also study and collect fossils there.* Mr. Ventre and Fallon Horan, Monroe County Planning Commission Open Space Coordinator provided maps to the Board of Supervisors to review and discuss during their presentation. The Board of Supervisors expressed their appreciation of the generous donation to the Township and discussed the possible grants which would be needed if the proposal was accepted. After much discussion, Vice Chairman Shay requested Mr. Ventre provide his ideas in writing. No decision was made in regard to the land proposal. Further discussion will take place at a future meeting.

2019 Grant – Re-surface Trail:

Fallon Horan, Monroe County Planning Commission Open Space Coordinator inquired on the status of the 2019 grant received by the Township. Much discussion took place between the Board of Supervisors and Road Foreman Ethan Brewer. The grant can be kept open until spring 2022. Further discussion will take place in regard to the project by the Board of Supervisors and Road Foreman. Fallon Horan will follow up with Secretary/Treasurer Danielle Romano.

Election 11/2/2021-Township Polling Location:

Monroe County Voter Registration has requested the use of the Municipal Building for the November 2, 2021 election. After discussion in regard to the acceptable building condition after the May 2021 election, a motion was made by Supervisor Zahoroiko to allow the use of the building for the November 2, 2021 election, seconded by Vice Chairman Shay and carried.

Monroe County Meals on Wheels Day:

Chairwoman Drake discussed the email received from Monroe County Meals on Wheels. The request was to place a container at the Township Municipal Building Office for the month of August, in support of the Meals on Wheels Day event. A motion was made by Vice Chairman Shay to approve the container to be placed in the vestibule area, seconded by Supervisor Zahoroiko and carried. Secretary/Treasurer Danielle Romano was instructed to contact the Meals on Wheels representative with the decision.

Pick Up The Poconos Day:

Chairwoman Drake discussed the email received from Monroe County Municipal Waste Executive Director, James Lambert in regard to the "Pick Up The Poconos Day" scheduled for September 25, 2021. Chairwoman Drake questioned Road Foreman Ethan Brewer as to his opinion of which Township roads would be suggested. As per Road Foreman Ethan Brewer, *"They can choose between any of the Township roads; Mountain Road, Meixsell Valley Road, Rolling Hills Road, Stone hill Lane, Faulstick Road, Flyte Road and Dogwood Lane, they're all pretty equal"*. Secretary/Treasurer Danielle Romano was instructed to contact Mr. Lambert with the list of Township roads proposed by the Road Foreman.

Fall Clean-Up Day:

Road Foreman Ethan Brewer proposed the cleanup dates as the third weekend in September. Ethan has contacted Scotta Equipment & Materials, LLC. The available dates on hold for the Township 2021 Fall Clean-Up are September 17th & 18th. The Clean Up hours will be held from 6:30AM until 2:30PM. Secretary/Treasurer Danielle Romano was instructed to update the Township webpage with the information.

West End Regional Park Clean-up August 6, 2021 9am-12pm:

Chairwoman Drake discussed the email in regard to the Cleanup Day. West End Park and Open Space Executive Director Bernie Kozen also stated a group from St. Luke's will be volunteering their time to help clean up the trails, etc.

Pocono Wildlife Rehabilitation & Education Center-Annual Donation Request from the Township:

Chairwoman Drake discussed the organizations purpose; no cost, caring for animals along with education for school age children. Some members met with the regional planning commission at the meeting last month. Chairwoman Drake stated, *the group helps our county in many ways. The organization takes over 2,400 calls per year. They do a fantastic job with limited staff and volunteers. Many benefit from their service and they do a lot of educational presentations in the schools.* The organization is asking if the Township would commit to a \$500-\$1,000 annual donation each year. Vice Chairman Shay suggested using ARP money and would request documentation of their 2020 revenue loss due to COVID. Their 2020 & 2021 fund raiser and open house was not held due to COVID. When the Board of Supervisors meet for the budget workshop in November, a line item will be created. A motion was made by Vice Chairman Shay for a 2021 donation of \$1,000 using ARP money, (as long as they provide their revenue loss documents) seconded by Supervisor Zahoroiko and carried. For future, \$1,000 for the annual donation will be considered at budget time.

Part Time Secretary, Kim Bare – 90 Day Review:

Chairwoman Drake stated Part Time Secretary Kim Bare is due for her 90 Day Review. Secretary/Treasurer Danielle Romano briefly discussed her performance and would recommend retaining Kim Bare as the Township's Part Time Secretary. The topic will be discussed at the next meeting. Chairwoman Drake instructed Danielle to inform Kim of the great job performance and appreciation of her help.

Dump Truck Replacement Proposal:

Vice Chairman Shay discussed the budget for the replacement of the dump trucks. The budgeted amount currently is \$60,000, which started 2 years ago with \$30,000 budget. The Township will consider purchasing a new truck possibly next year and will continue to budget for the truck. The Board of Supervisors asked Road Foreman Ethan Brewer to provide amounts, possibly 2 or 3 state bid numbers, etc. to review for next month. Vice Chairman Shay inquired about the oldest truck in the fleet. Road Forman Ethan Brewer replied, *the oldest is a 2001 model.*

ARP: New Account/CPA Contract/Stormwater Upgrades:

Vice Chairman Shay discussed the road projects being considered. The request was made for the Township Engineer Russ Kresge to provide specifications. Road Foreman Ethan Brewer discussed the structure of current culverts in need of replacement. Road Foreman Ethan Brewer also had spoken with the Conservation District in regard to the culverts. The Road Foreman discussed one of the culverts on Ross Road. A motion was made by Vice Chairman Shay to consult Engineer Russ Kresge, set up a time with Road Foreman Ethan Brewer to do site visits to work up specifications for next month, seconded by

Chairwoman Drake and carried. The Board of Supervisors discussed speaking with Mr. Jeff Weiss of Zelenkofske Axelrod in regard to their services, the discounted price for the Township and the contract. A motion was made by Chairwoman Drake to approve signing the contract for the CPA firm Zenlenkofske Axelrod for the ARP management services, seconded by Supervisor Zahoroiko and carried.

New Business from the Board of Supervisors:

Township Employee Payroll – Signatures Required on the Checks:

Supervisor Zahoroiko had been contacted in regard to payroll checks being received late due to signatures not received. Bi-weekly payroll is completed and to be received by employees on Wednesday. Road Foreman Ethan Brewer stated, *the day had been moved from Monday to Wednesday about 4 years ago*. Supervisor Zahoroiko contacted the bank representative to inquire on the procedure for updating the accounts from (3) to (2) signatures required. The bank representative stated, Ross Township is the only Township who requires (3) signatures on checks. Supervisor Zahoroiko suggested to change from (3) signatures required to (2). Vice Chairman Shay was not in favor of the change. Vice Chairman Shay stated, checks need to be signed Monday or Tuesday, at the latest Wednesday morning to ensure paychecks will be received on consistent dates. Much discussion took place between the Board of Supervisors, also the audience added comments.

PLANS:

Nothing to address.

ROAD FOREMAN REPORT:

The Board of Supervisors reviewed the report presented by Road Foreman Ethan Brewer. No comments were made.

CORRESPONDENCE:

The list of Correspondence items were reviewed by the Board of Supervisors. Nothing to address, no comments were made.

RECEIPTS & EXPENDITURES:

After a review of the bills to be paid, a motion was made to pay all current bills by Vice Chairman Shay, seconded by Supervisor Zahoroiko and carried.

ADJOURNMENT:

There being no further business, the motion to adjourn the meeting at 9:05PM was made by Vice Chairman Shay, seconded by Supervisor Zahoroiko and carried.

Respectfully submitted,

Danielle Romano
Secretary/Treasurer