

Board of Supervisors
Organization Meeting
January 5, 2026

On Monday, January 5, 2026 the Eldred Township Board of Supervisors met in its annual Organizational Meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

Call to Order: The meeting was called to order at 7:00 by Supervisor Scott Clark.

Temporary Chairperson:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Susan McGinty as Temporary Chairperson to conduct the nomination of officers for 2026. Motion carried 3-0.

Pledge of Allegiance

Announcement of Executive Sessions: Ms. McGinty announced that there were no Executive Sessions held.

Announcement of Recording of Meetings: Ms. McGinty announced that the meeting was being recorded.

Public Comment on Agenda Items: There was no Public Comment at this time.

Chairman:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint Scott Clark as Chairperson for 2026. Motion carried 3-0.

Vice-Chairman:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Susan McGinty as Vice-Chairperson for the year 2026. Motion carried 3-0.

Secretary/Administrative Assistant:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint E. Ann Velopolcek as Township Secretary/Administrative Assistant for the year 2026. Motion carried 3-0.

Treasurer:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint David Anderson as Administrator/Treasurer for the year 2026. Motion carried 3-0.

Public Works Supervisor:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint Jonathan Gula as Public Works Supervisor for the year 2026. Motion carried 3-0.

Right to Know Officer:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint E. Ann Velopolcek as the Right-To-Know Officer for the year 2026. Motion carried 3-0.
- There was a motion by Scott Clark and seconded by Susan McGinty to appoint David Anderson as the Assistant Right-To-Know Officer for the year 2026. Motion carried 3-0.

Township Solicitor:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint King Spry, Herman, Freund and Faul LLC, Michael Gaul representing, as Township Solicitor, at a rate of \$190.00/hr. for the year 2026. Motion carried 3-0.

Planning Commission Solicitor:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint King, Spry, Herman, Freund and Faul; Michael Gaul representing, as Planning Commission Solicitor, at a rate of \$160.00/hour for the year 2026. Motion carried 3-0.

Zoning Hearing Board Solicitor:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Chad Martinez as Zoning Hearing Board Solicitor, at a rate of \$175.00/hr. for the year 2026. Motion carried 3-0.

Solicitor for Labor Matters:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint David Stekel, Fitzpatrick, Lentz and Bubba, as Solicitor for Labor Matters, at a rate of \$260.00/hour for the year 2026. Motion carried 3-0.

Township Engineer:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint Hanover Engineering Associates Inc. Brien Kocher P.E. representing, as Township Engineer, at the rate set pursuant to the fee schedule submitted. (Senior Engineer Rate \$148.00/hr.) for the year 2026. Motion carried 3-0.

Sewage Enforcement Officer:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Hanover Engineering Associates Inc, as Sewage Enforcement Officer, at a rate of \$102.50/hr. for the year 2026. The approved associates being:

Jacob Schray -03034 Scott Brown-01716 Luke Eggert- 04090

Christopher A. Taylor-03138 Nadia Einfalt-04198 Paul Saba-04167

Motion carried 3-0.

Zoning and Codes Officer:

- There was a motion by Susan McGinty and seconded by Scott Clark to appoint SFM Consulting, Shawn Mc Glynn representing, as Zoning and Codes Officer, pursuant to the contract dated August 9, 2016, for the year 2026. Motion carried 3-0.

Building Code Official:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint SFM Consulting, Shawn McGlynn representing, as Building Code Official, at a rate of 70% of the fee schedule set in Resolutions 2016-09 and 2016-10 pursuant to the contract of August 9, 2016, for the year 2026. Motion carried 3-0.

UCC Inspector:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint SFM Consulting, Shawn McGlynn representing, as UCC Inspector, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10, pursuant to the contract of August 9, 2016, for the year 2026. Motion carried 3-0.

Flood Plain Manager:

- There was a motion by Susan McGinty and seconded by Scott Clark to appoint SFM Consulting, Shawn McGlynn representing, as Flood Plain Manager, pursuant to the contract dated August 9, 2016 for the year 2026. Motion carried 3-0.

Resolution 2026-01: Resolution to Appoint Accountant to Audit the Townships Accounts for 2025:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint Kirk Summa and Company, Inc. to audit the Township's financial accounts for the year 2025, at a cost not to exceed \$6,500.00. Motion carried 3-0.

UCC Joint Board of Appeals Member (vacancy, no appointment)

Vacancy Board Chairman:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint James Leiding as Vacancy Board Chairman for the year 2026. Motion carried 3-0.

Pocono Mountains Council of Governments Representative:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Susan McGinty as primary and Jonathan Gula as alternate representatives to the Pocono Mountains Council of Governments. Motion carried 3-0.

Voting Delegate to the State Convention:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint Scott Clark as Voting Delegate to the State Convention for the year 2026. Motion carried 3-0.

Delegate to the Monroe County Tax Committee:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Susan McGinty as Delegate to the Monroe County Tax Committee for the year 2026. Motion carried 3-0.

Security Officer:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint the Pennsylvania State Police as Security Officer for the year 2026. Motion carried 3-0.

CJERP Regional Planning Committee Voting Member:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Robert Boileau as the voting Member and Susan McGinty as alternate Member to the CJERP Regional Planning Committee for the year 2026. Motion carried 3-0.

Earned Income Tax Liaison:

- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint David Anderson as Earned Income Tax Liaison for the year 2026. Motion carried 3-0.

Earned Income Tax Appeals Officer:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint the Monroe County Earned Income Tax Collection Committee as Earned Income Tax Appeals Officer for the year 2026. Motion carried 3-0.

Auditor:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Karena Thek as Auditor a term of 2 years. Motion carried 3-0.

Planning Commission:

- There was a motion by Scott Clark and seconded by Susan McGinty to reappoint Robert Boileau to the Eldred Township Planning Commission for a term of 4 years. Motion carried 3-0.
- There was a motion by Scott Clark and seconded by Susan McGinty to reappoint James Leiding to the Eldred Township Planning Commission for a term of 4 years. Motion carried 3-0.

Zoning Hearing Board:

- There was a motion by Scott Clark and seconded by Susan McGinty to reappoint Charles Ogle to the Eldred Township Zoning Hearing Board for a term of 3 years. Motion carried 3-0.

Emergency Management Coordinator:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint Gary Hoffman as Emergency Management Coordinator for the year 2026. Motion carried 3-0.

Deputy Emergency Management Coordinators:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint Jonathan Gula and Brian Stankovich as Deputy Emergency Management Coordinators for the year 2026. Motion carried 3-0.

Primary Fire Protection for Eldred Township:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Kunkletown Volunteer Fire Company as the Designated Primary, first due, Fire Company for Eldred Township. Motion carried 3-0.

Kunkletown Volunteer Fire Company Fire Chief Approval:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Brian Stankovich as Fire Chief of the Kunkletown Volunteer Fire Company for the year 2026. Motion carried 3-0.

Kunkletown Volunteer Fire Company Board of Directors, President, Approval:

- There was a motion by Scott Clark and seconded by Jessica Keller to approve Ray Miller as the elected President of the Kunkletown Volunteer Fire Company Board of Directors for the year 2026. Motion carried 3-0.

Primary Advanced Life Support and Basic Life Support Emergency Medical Service Provider for Eldred Township:

- There was a motion by Susan McGinty and seconded by Jessica Keller to designate Lehigh Valley Emergency Medical Services as the Primary Advanced Life Support and Basic Life Support Emergency Medical Service Provider for Eldred Township for the year 2026. Motion carried 3-0.

Community Center Supervisor Liaison and Alternate:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Susan McGinty as a Supervisors liaison to the Eldred Township Community Center Board. Motion carried 3-0.
- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint Scott Clark as an alternate Supervisor liaison to the Eldred Township Community Center Board. Motion carried 3-0.

Township Administration and Volunteer Coordinator to the ETCC Board:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint E. Ann Velopolcek as Township Administration and Volunteer Coordinator to the Eldred Township Community Center Board. Motion carried 3-0.

Plant, Ground and Maintenance Emergency Response:

- There was a motion by Scott Clark and seconded by Susan McGinty to designate Jonathan Gula, Eldred Township Public Works Department Supervisor, as First Responder for any reported issues involving Plant, Grounds or Maintenance for the year 2026. Motion carried 3-0.

Volunteer Thrift Store Management:

- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Donna Deihl as Volunteer Manager of the Eldred Township Community Center Thrift Store, for the year 2026. Motion carried 3-0.
- There was a motion by Susan McGinty and seconded by Jessica Keller to appoint Peri Marando as Volunteer Assistant Manager of the Eldred Township Community Center Thrift Store for the year 2026. Motion carried 3-0.
- There was a motion by Scott Clark and seconded by Jessica Keller to appoint Lori Jacobs as Volunteer Administrative Assistant to the Eldred Township Community Center Thrift Store for the year 2026. Motion carried 3-0.

Township Employees Cost of Living Increases:

- There was a motion by Susan McGinty and seconded by Jessica Keller to approve across the board 3% cost of living salary increases, for all Administrative and Public Works employees for the year 2026. All other benefits shall be in accordance with the current version of the Employee Handbook, amended 1/20/2021 or the respective Health Care or Pension Plan documents in effect at this time. Motion carried 3-0.

Mileage:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a Mileage Reimbursement at the IRS Federally Allowed Rate \$0.725/mile. Motion carried 3-0.

Legal Advertisements:

- There was a motion by Scott Clark and seconded by Jessica Keller to approve the Times News of Lehighton for required legal advertisements for the year 2026. Motion carried 3-0.

Depositories for Township Funds:

- There was a motion by Susan McGinty and seconded by Jessica Keller to approve PLGIT and First Northern Bank and Trust Co. as depositories for Township Funds for the year 2026 Motion carried 3-0.

Approval of Bonds:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Surety and Casualty Bonding for David Anderson in the amount of \$1,300,000.00 at a cost of \$1,749.00 and E. Ann Velopolcek in the amount of \$200,000.00 at a cost of \$435.00. Motion carried 3-0.

Monthly Meeting Dates and Times:

- There was a motion by Scott Clark and seconded by Jessica Keller to approve the meeting dates and times as follows:

Board of Supervisors: 3rd Wednesday of each Month at 7:00 P.M (except January)

Planning Commission: 2nd Wednesday of each Month at 7:00 P.M.

ETCC: 1st Thursday of March and October 2026 at 3 P.M.

Parks and Recreation Committee: Deferred pending confirmation from the Committee.

Motion carried 3-0.

Adjournment:

- There was a motion by Jessica Keller and seconded by Susan McGinty to adjourn the Organizational Meeting. Motion carried 3-0.

Recess to Regular Meeting

Respectfully submitted,

E. Ann Velopolcek, Secretary

Board of Supervisors
Regular Meeting
January 5, 2026

On Monday January 5, 2026 the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. immediately following its Organizational Meeting at the Eldred Township Municipal Building 490 Kunkletown Rd., Kunkletown, PA.

In Attendance: In Attendance were Scott Clark, Chairperson, Susan McGinty, Vice-Chairperson and Jessica Keller, Supervisor.

Additions or Changes to the Agenda: There were no additions or changes to the Agenda.

Approval of the Minutes: December 11, 2025 and December 17, 2025: Deferred

Treasurer's Report:

- There was a motion by Scott Clark and seconded by Susan McGinty to accept the Treasurer's Report, as presented, the balance in the PLGIT, First Northern Bank and Trust Co. and Petty Cash accounts being \$1,214,759.03. Motion carried 3-0.

Bills for Payment and Ratification:

- There was a motion by Scott Clark and seconded by Susan McGinty to ratify the bills from the General Fund in the amount of \$18,993.25. Motion carried 3-0.
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment of bills from the General Fund in the amount of \$33,653.87. Motion carried 3-0.

There were no bills from the State Fund.

Payroll:

- There was a motion by Susan McGinty and seconded by Jessica Keller to approve the payroll for the week ending 12/13/2025 in the amount of \$19,577.14 and for the week ending 12/27/2025 in the amount of \$20,787.05 a total of \$40,364.19. Motion carried 3-0.

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Reports (and Related Action Items):

Public Works Supervisor's Report:

Jonathan Gula reported that the Public Works Department has been very busy with snow removal and ice treatment. Mr. Gula said the Township has utilized a larger than normal amount of salt and the Township has almost reached its salt procurement minimum.

Mr. Gula thanked the Kunkletown Volunteer Fire Company and Supervisor Scott Clark for the help with downed trees during a period of high winds.

Mr. Gula gave a brief review of the proposed project at the Eldred Township Community Center to replace the ceiling tiles and do some other maintenance that will require the rental of a two-man lift.

- There was a motion by Scott Clark and seconded by Susan McGinty to authorize rental of 2-Man Lift for 1 month from Sunbelt Rentals at a cost of approximately \$2,100.00 and to purchase replacement ceiling tiles at a cost of approximately \$1,700.00 along with other miscellaneous items for a total project cost not to exceed \$6,000.00. Motion carried 3-0.

Mr. Gula also requested approval to sell several surplus items.

- There was a motion by Susan McGinty and seconded by Jessica Keller to approve the sale of and advertising of the following items through Municibid:

Overhead Chain Lift, Snow Plow, Pull Broom, Wacker Jumping Jack and other miscellaneous items. Motion carried 3-0.

ETCC Report: There was no ETCC Report.

Parks and Recreation Report: There was no Parks and Recreation Report.

Historical Society Report: There was no Historical Society Report.

Zoning Report:

The Zoning Office Reported no new permits issued in December. The Zoning Office presented a list of properties currently being cited for violations. Scott Clark read the addresses on the list which included:

1009 Molasses Valley Rd. -
Unsafe Structure
120 Action Rd. – Junkyard
305 Chestnut Ridge Rd. - Unsafe Structure

131 Lobach Lane - Air BNB
237 Gower Rd. - Unsafe Structure
298 Church Rd. - Junkyard
104 Fiddletown Rd. (Unsafe Structure)

Eldred Township Board of Supervisors
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Planning Commission Report: The Planning Commission meeting in December was cancelled and as such, there was no Planning Commission Report.

CJERP Report: The CJERP meeting in December was cancelled and as such, there was no CJERP Report.

Kunkletown Volunteer Fire Company Report:

Brian Stankovich reported that the Fire Company responded to 11 calls in December for a total of 67 calls in 2025. Mr. Stankovich also reported the in house training hours for 2025 totaled 568 hours and fundraising volunteer hours for 2025 was 2231 hours.

1009 Molasses Valley Road, Dangerous Building Report:

Mr. Clark announced that the Township has received a report of a person living in an unsafe home. The Zoning Office inspected the house and issued an *Unsafe Building Violation*. The property owner was notified and has been in contact with the Township to advise that he is taking steps to remove the person and secure the building. Mr. Clark also reported that the Township contacted the Monroe County Office on Aging to report that the resident of the home may need some assistance.

Ratify Intergovernmental Cooperation Agreement for the Shared Use of the Emergency Operations Center:

- There was a motion by Susan McGinty and seconded by Jessica Keller to ratify the Intergovernmental Cooperation Agreement for the Shared Use of the Emergency Operations Center in Brodheadsville. Motion carried 3-0.

Authorize na studios to Provide Website Maintenance for 2026:

- There was a motion by Scott Clark and seconded by Susan McGinty to authorize an agreement with na studios for the maintenance of the Township's new website at a cost of not more than \$300.00/month. Motion carried 3-0.

Schedule Spring Clean- Up Days:

- There was a motion by Scott Clark and seconded by Jessica Keller to approve the spring Clean-up Days the dates and times being Friday, April 24, 2026 from 7 A.M to 4 P.M. and Saturday, April 25 2026 from 8 A.M to 2 P.M. Motion carried 3-0.

Change in Auditors Meeting: Mr. Clark announced that the annual Auditors meeting has changed to Thursday, January 8, 2026 at 6:00 P.M. due to a scheduling conflict.

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Dollar General Conditional Approval:

There was a discussion about the Dollar General Conditional Approval extension. In October, Buchalter Capitol Growth requested an extension until April 5, 2026. The Board approved an extension until January 5, 2026 conditioned on a representative of the developer attending the December 2025 meeting. Kirk Farrelly appeared via Teams at the December 2025 meeting and providing an update. No one appeared on behalf of the developer this evening.

Matthew Hosking and Robert Boileau spoke and were not in favor of further extensions. The Board responded that they saw no issue with the Township honoring the request to extend the approval until the requested date of April 5, 2026.

- There was a motion by Scott Clark and seconded by Susan McGinty to grant an extension to Buchalter Capitol Growth (Dollar General) for its conditional use approval until April 5, 2026. Motion carried 3-0.

Frantz Minor Subdivision: Expiry Date 7/1/2026

Public Comment:

Mr. Clark welcomed new Supervisor Jessica Keller to the Board and thanked her for her support of the Community.

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Jessica Keller to adjourn. Motion carried 3-0. Meeting adjourned at 8:10 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary