



Eldred Township Supervisors

Monroe County, Pennsylvania

Scott Clark; Chairperson
Susan McGinty; Vice-Chairperson
Jessica Keller; Supervisor



Board of Supervisors Minutes August 19, 2026

On Wednesday, August 19, 2026, the Eldred Township Supervisors met for a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building at 490 Kunkletown Road Kunkletown, PA.

In Attendance: In attendance were Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; Jessica Keller, Supervisor, Michael Gaul, Solicitor, and David Anderson, Township Administrator.

Call to Order: The meeting was called to order at 7:02 P.M. by Chairperson Scott Clark, followed by the Pledge of Allegiance.

Announcement of Executive Sessions and Recording: Mr. Clark announced that the Supervisors had met in Executive Session immediately prior to this meeting with the Solicitor to review personnel and legal matters. Mr. Clark also announced that the meeting was being recorded.

Public Comment on Non-Agenda Items: No public comment.

Additions or Changes to the Agenda: Mr. Clark stated that a few items were being requested to be added to the Agenda for expediency.

The first item to be proposed to be added to the Agenda will be the appointment of the Township Secretary. Mr. Clark explained that this will be discussed following the ratifying of hiring a Township Secretary.

Mr. Clark noted that an appointment to the Planning Commission will be proposed to be added to the Agenda following the Agenda item to review letter of interest.

Finally, Mr. Clark indicated that the last item to be proposed to be added to the Agenda will be to approve the contract of the Redevelopment Authority Demolition Grant, to be discussed following the award of \$25,000 demolition grant under the Parks and Recreation Report.

Susan McGinty made a motion to add these items to the Agenda, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

Approval of the Minutes: There was a motion by Susan McGinty and seconded by Jessica Keller to approve the minutes of July 15, 2026. All Supervisors voted in favor. Motion carried 3-0.

Treasurer's Report (and Related Action Items): Township Treasurer David Anderson presented the financial report.

Account Balances: Mr. Anderson reported that the current balance in the PLIGT account is \$899,914.93; First Northern Bank and Trust account is \$630,729.32; and Petty Cash is \$410.00; totaling \$1,531,054.25.

Bills for Payment and Ratification: Mr. Anderson reported that the total bills for approval and/or ratification from the General Fund and the Capital Equipment Fund totals \$146,249.89. Mr. Anderson explained that this is higher than normal due to insurance premiums for the year being billed this month.

Payroll: Mr. Anderson reported that payroll for the week ending June 27th, 2026, was in the amount of \$16,318.74; payroll for the week ending July 11th, 2026, was in the amount of \$13,171.22; and payroll for the week ending July 25th, 2026, was in the amount of \$16,659.73.

Scott Clark made a motion to approve the Treasurer's Report as presented, seconded by Susan McGinty. All Supervisors voted in favor. Motion carried 3-0.

Ratify Hiring of Township Secretary: Scott Clark made a motion to ratify the hiring of Maurin Ritinski as the Township Secretary with an effective date of August 3, 2026, with an hourly wage of \$22.00 per hour. Mr. Clark explained that Ms. Ritinski's duties will include required Township Secretary responsibilities as well as additional administrative duties as described in the job description. Motion seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

Appointment of Township Secretary (Item Added to Agenda): Scott Clark made a motion to appoint Maurin Ritinski as Township Secretary according to the Second Class Township Code, seconded by Susan McGinty. All Supervisors voted in favor. Motion carried 3-0. Mr. Clark stated that Ms. Ritinski was unable to attend tonight's meeting. Mr. Clark reported that Ms. Ritinski comes to Eldred Township with government experience, and he stated that the Board is looking forward to a long relationship with Ms. Ritinski. Mr. Clark offered his congratulations to Ms. Ritinski.

Approval of Change in Accounting Software: Mr. Anderson explained that the Township currently uses QuickBooks Desktop Enterprise Diamond Edition which costs \$1,985 per year to maintain the subscription. Mr. Anderson stated that he is recommending switching to QuickBooks Online Plus Edition which will still allow for budgeting and will also allow for a bill pay system. Mr. Anderson indicated that by switching to QuickBooks Online, the Township

will save about \$600 per year and would save money on checks. Mr. Anderson also reported that there is more support for QuickBooks Online versus QuickBooks Desktop. Scott Clark made a motion to change the accounting software to QuickBooks Online in the amount of \$1,380 annually, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the Wes Flo Court and Borger Road pavement project was completed last month. Mr. Gula reported that they went over by ten (10) tons on leveling course due to roads being unlevel. The Public Works Department completed the shoulder work. Mr. Gula reported that there have been significant storms since the project has been completed and the shoulders have held up well and have allowed the water to go where it needs to go rather than across the middle of the road.

Mr. Gula reported that the in-house oil and chip project has begun. He indicated that the work began on Carney Road and today the Public Works Department worked on Grove Road. Mr. Gula anticipates next week working on Church Road and Bollinger Road up to Silver Springs Boulevard, weather dependent.

Mr. Gula reported that the Public Works Department completed an emergency pipe replacement on Monday due to a pipe collapsing on Correll Road.

Approval of Steel Plate Rental from Sunbuilt (\$600): Mr. Gula explained that as part of the road improvement project, a pipe on Point Phillips Road needs to be replaced. Mr. Gula indicated that the road would either need to be closed to have the work completed, which would result in drivers facing a 27-mile detour, or to rent a steel plate to place over the road to allow for the road to remain partially open with traffic being directed over the plate. Susan McGinty made a motion to approve the steel plate rental from Sunbuilt for \$600, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

Approval Purchase of Pallet of Crack Sealer from SealMaster (\$2,250): Mr. Gula explained that as part of the road improvement plan, the Public Works Department will be working on maintaining roads that have been paved. He explained that as roads crack, they must be sealed to preserve the roads. Mr. Gula indicated that he normally purchases 20-25 blocks per year and the Public Works Department goes through this quickly. Mr. Gula is hopeful that by having a pallet of crack sealer in the Public Works Department, the now fully staffed Public Works Crew will be able to address cracks as needed on the slower days. Mr. Gula stated that the crack sealer will not go bad and the Public Works Department will be able to store the pallet of material on the rack in the shop. Scott Clark made a motion to approve the purchase of the pallet of crack sealer from SealMaster in the amount of \$2,250, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

ETCC Report: Mr. Clark reported that Donna Deihl has reported that the Kunkletown Thrift Store is closed for the month of August and is not accepting donations this month. Donations continue to be dropped off outside of the building which is resulting in donations becoming

ruined due to weather. The building also has signage that indicates that no donations are being accepted during the month of August due to closure.

Parks and Recreation Report:

Announcement of Award of \$25,000 Demolition Grant from Monroe County: Ms. McGinty explained that the Township has been awarded this grant to demolish the Smale House. Ms. McGinty explained that the Township had applied for this grant due to the building not being useable and the cost of repairing the building would exceed the use.

Approval of the Contract of the Redevelopment Authority Demolition Grant (*Item Added to Agenda*): Susan McGinty made a motion to approve the contract with the Monroe County Redevelopment Authority for the Demolition Grant, seconded by Scott Clark. All Supervisors voted in favor. Motion carried 3-0.

Announcement of LSA Grant \$227,724 for Municipal HVAC: Mr. Clark announced that the Township was awarded a LSA grant of \$227,724 for the HVAC system at the municipal building. Mr. Clark stated that it is not enough to cover the entire project but that this will help the project move forward. Jonathan Gula reported that he met with McClure on Friday to discuss the project. Mr. Gula stated that the plan will be to use a variable refrigerant flow (VFR) unit upstairs and the only use of oil will be for radiant floor heat and for the garage downstairs. Mr. Gula stated that McClure is a design build and a COSTARS vendor and may estimate the cost to complete the work close to what the amount of the grant is for.

Approval of LSA Grant Draft for Municipal HVAC: Mr. Clark stated that this LSA grant application will be for the remaining cost of the municipal HVAC project with the amount to be determined based on the estimate from McClure. Scott Clark made a motion to approve the LSA grant draft for the municipal HVAC (amount to be determined following the estimate from McClure), seconded by Susan McGinty. Solicitor Gaul questioned the deadline for the submission of this grant application. Mr. Clark indicated that the application is due mid-September. Solicitor Gaul stated that a resolution may be required. Mr. Anderson stated that the last LSA grant did not require a resolution but that a resolution may be required for the project itself. Mr. Anderson indicated that this will be researched further. All Supervisors voted in favor of the motion. Motion carried 3-0.

Historical Society Report: Shirley Krum reported that the electrical work is coming along with the historic post office and that once this is completed and passes inspection, the Historical Society will begin painting. Ms. Krum spoke about the Annual Bingo Fundraiser and stated that this is the Historical Society's biggest fundraiser. Ms. Krum reports that the cash and gift card bingo will take place at St. Matthew's Church on October 11, 2026.

Approval of Request for Donation to Annual Bingo Fundraiser: Susan McGinty made a motion that Eldred Township provide a \$100.00 donation to the Historical Society Bingo, seconded by Scott Clark. All Supervisors voted in favor. Motion carried 3-0. Shirley Krum stated that anyone else who would like to donate to the bingo fundraiser can contact David Anderson and he can

assist with getting anyone interested in donating in contact with Ms. Krum. Ms. Krum also stated that tricky tray donations are accepted for the bingo fundraiser.

Veteran's Committee Report: Shirley Krum and Jonathan Gula were reported to recently have spoken about the veteran's memorial outside of the municipal building. Ms. Krum indicated that the Veteran's Committee does not have the funds to maintain the memorial and the memorial needs to be cleaned and updated. Mr. Gula had suggested considering applying for a grant through the Pocono Mountains Visitors Bureau Community Impact Grant. Mr. Gula suggested making the memorial area more user friendly and considering a joint application (Eldred Township and Veteran's Committee). Mr. Clark questioned if the veterans who have their names on the memorial had to purchase this or if it was covered by the committee. Ms. Krum indicated that the organization members had covered the cost of adding the names that are listed. Ms. Krum reported that these members who ran the organization are gone and there are only three (3) remaining members of the committee. Ms. Krum indicated that there are individuals whose names were originally missed and these individuals have come forward inquiring about adding their names. Ms. Krum also stated that additional wars, such as Desert Storm, have resulted in additional names that will need to be added. Ms. Krum expressed concern about the lack of space remaining on the memorial and that an extension would need to be added. Mr. Clark indicated that this would be something to explore moving forward.

Zoning Report: Mr. Clark indicated that a copy of the Zoning Report was available for members of the public to view on the back table which lists the status of current zoning violations. Mr. Clark reported that the Zoning Office is following up on several properties with zoning violations.

Planning Commission Report: Robert Boileau, Planning Commission Member, was present at the meeting and gave a summary of progress and updates from the Planning Commission. Mr. Boileau explained that at the most recent Planning Commission meeting, it was brought to the Commission's attention that the public perceived the ordinance related to chickens and roosters and small fowl in the residential zoning district as being more restrictive. Mr. Boileau indicated that the ordinance would be less restrictive by allowing chickens, roosters, and small fowl in the residential zoning district as this is currently prohibited in this zoning district.

Authorize Advertising for Hearing on Data Center Ordinance: Scott Clark made a motion to authorize the advertisement for a public hearing on the Data Center Ordinance for the September Board of Supervisors Meeting, seconded by Susan McGinty. All Supervisors voted in favor. Motion carried 3-0.

Approve Fitzpatrick Lot Joinder: Mr. Clark reported that the Planning Commission has recommended that the Board approve the Fitzpatrick Lot Joinder at 424 Windsor Road to combine several parcels. Scott Clark made a motion to approve the Fitzpatrick Lot Joinder, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0. The Township will provide the owner with a letter indicating the approval of the lot joinder and submit a copy of the letter to the County Assessment Office.

Review Letter of Interest: Mr. Clark reported that Alyssa Meadows has submitted a letter of interest to join the Planning Commission and fill the vacant seat. Mr. Clark indicated that Ms. Meadows has been attending Planning Commission meetings and participating by providing feedback. Ms. Meadows has also been speaking with residents throughout the Township and has been constructive in conversations. Mr. Clark stated that the Planning Commission members that he has spoken to about Ms. Meadow's interest in joining the Planning Commission have been supportive of Ms. Meadow being appointed. Ms. Meadows stated that she is excited to be a part of the Planning Commission if appointed. Mr. Clark stated that Ms. Meadow's letter of interest has been the only letter of interest received for the vacant seat. Solicitor Gaul indicated that the vacant seat's term is only through December 31, 2026.

Appointment to Planning Commission (*Item Added to Agenda*): Scott Clark made a motion to appoint Alyssa Meadows to the open seat on the Planning Commission with a term ending December 31, 2026, seconded by Jessica Keller. All Supervisors voted in favor. Motion carried 3-0.

CJERP Report:

Announcement of Outcome of Special Meeting and Update: Robert Boileau reported that each of the five (5) municipalities has their own Comprehensive Plan and they each differ. Mr. Boileau stated that this caused confusion by members of the audience at the CJERP meeting.

Kunkletown Volunteer Fire Company Report: Mr. Clark reported that he received an email from the Fire Company today stating that they would be unable to attend tonight's meeting due to them being at the West End Fair Grounds to set up for the fair. The Fire Company is requesting that everyone come out later this weekend and next week to enjoy the festivities and support the Fire Company.

Stone Arch Bridge Progress Update: Mr. Clark read an email from Brien Kocher, Hanover Engineering, with an update on the progress on the Stone Arch Bridge. Hanover Engineering is proceeding with the work associated with the environmental clearance bridge rehabilitation plans and specification and the engineering work associated with obtaining water obstruction permits that are necessary to complete the work. It was reported that Hanover Engineering has had crews out at the bridge to obtain topography and bridge location requirements that are needed for the work. Hanover Engineering has indicated that they have enlisted the help of a historic structure consultant by the name of Mr. Douglas Reed, who has met Jonathan Gula at the bridge and provided a report on his findings. The report will be the basis for more detailed plans and specifications for when it comes to bid the work. Mr. Clark indicated that the report from Mr. Douglas Reed is available if anyone would like to review this.

There was a question regarding the status of the Bog Turtle Study and if this report has come back yet. Mr. Gula stated that there was no indication of bog turtle habitat in the Phase 1 study and that this must be submitted to the PA Fish and Wildlife Commission for their approval to waive a Phase 2 study. Mr. Clark also stated that there are no bats present at the bridge. Mr. Gula explained that there was a delay in response regarding these reports likely due to the government shutdown.

Handbook: Approve updated CDL and Non-CDL Drug and Alcohol Policy; new Take Home Vehicle Policy and Revised Handbook: Mr. Clark indicated that this agenda item will be tabled as this will be reviewed and updated with the Township Secretary.

Subdivision Plans Update: Mr. Clark indicated that there are no updates on the plans listed on the agenda. Solicitor Gaul stated that the Frei Minor Subdivision Plan does not need to remain on the agenda due to conditional approval being granted.

Frantz Minor Subdivision: Expiration date to 12/16/2026.

Frei Minor Subdivision: Conditional approval given 7/15/2026

Public Comment:

Alyssa Meadows questioned if the Township could pursue a grant for the demolition of the “Smiley’s building” similar to the grant for the demolition of the Smale House. Mr. Clark explained that due to the underground fuel tanks and the risk of exposure to clean this property up would not be beneficial for the Township to take this project on. Solicitor Gaul stated that he believes there is a demolition order for this property to the property owner and the redevelopment grant is currently limited to Township owned properties. Solicitor Gaul explained that there are environmental liability concerns with this property as well.

Jack Vengrow asked if the Township can fill the tanks after they are emptied with concrete or another method. It was explained by Solicitor Gaul that there is a mortgage on the property and that the Township does not own the property so the Township cannot make decisions regarding this. The mortgage is set to be paid off in January, and the Township may revisit the issue then. Solicitor Gaul stated that the Township would not want to put any money into a property when they would be unable to cover it through a lien process. Mr. Vengrow stated that he was curious about whether the site would end up as a Super Fund Site.

Jack Vengrow asked if the Smale House could be remediated for the mold and used for the post office or to hold shows at this location. The Board discussed that they had requested public input months ago regarding the Smale House. The cost to demolish the building will be around \$20,000, which will be covered by the grant. Mr. Gula explained that it is also cheaper to have someone else complete the demolition rather than the Public Works Crew since equipment would need to be rented to complete the demolition.

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 7:40 P.M.

Respectfully submitted,

David Anderson, Assistant Secretary

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August 19, 2026

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Agenda
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1. Call to Order
2. Pledge of Allegiance
3. Announcement of Executive Sessions and Recording
4. Public Comment on Non-Agenda Items
5. Additions or Changes to the Agenda
6. Approval of Minutes: July 15, 2026
7. Treasurer's Report (and Related Action Items)
 - Account Balances
 - Approval of Bills for Payment and Ratification
 - Approval of Payroll
 - Ratify Hiring of Township Secretary
 - Approve Change in Accounting Software
8. Other Reports (and Related Action Items)
 - Public Works Supervisor's Report
 - Approve Steel Plate Rental from Sunbuilt (\$600)
 - Approve Purchase of a Pallet of Crack Sealer from SealMaster (\$2,250)
 - ETCC Report
 - Parks and Recreation Report
 - Announce Award of \$25,000 Demolition Grant from Monroe Co.
 - Announce LSA Grant of \$227,724 for Municipal HVAC
 - Approve LSA Grant Draft for Municipal HVAC
 - Historical Society Report
 - Approve Request for Donation to Annual Bingo Fundraiser
 - Veteran's Committee Report
 - Zoning Report
 - Planning Commission Report
 - Authorize Advertising for Hearing on Data Center Ordinance
 - Approve Fitzpatrick Lot Joinder
 - Review Letter of Interest

- CJERP Report
 - Announce Outcome of Special Meeting and Update
 - Kunkletown Volunteer Fire Company Report
9. Stone Arch Bridge Progress Update
 10. Handbook: Approve updated CDL and Non-CDL Drug and Alcohol Policy, new Take Home Vehicle Policy and Revised Handbook - Table
 11. Subdivision Plans Update:
 - Frantz Minor Subdivision Expiration Date to 12/16/2026
 - Frei Minor Subdivision Conditional Approval Given 7/15/2026
 12. Public Comment
 13. Adjournment