



DAMASCUS TOWNSHIP BOARD OF SUPERVISORS
MEETING MINUTES OF: October 19th, 2009

Meeting called to order @ 7:00 PM.

The Pledge of Allegiance was led by Chairman Dexter, et al.

Attendance: [x] Jeffrey R. Dexter, Chairman [x] Charles Grady, Vice Chair; [/] Jason E. Roberts, Supervisor; [x] Dolores Card, Treasurer; [x] Ed Lagarenne, Zoning & BCO; [/] Jeffrey M. Finlay, EMC; [x] Marty Kunstmann-PC; [x] Howard Schuchman, ZHB; [/] Dolores Keesler, UDC; [/] Bob Dexter, Recycling Program; [x] Dora F. Henry, Food Pantry; and [x] Karyle A. Woods, BOS Secretary, and Open Records Officer.

KEY: [x] = Present. [/] = Absent.

OPEN FLOOR: AGENDA Items Only. Three minutes per speaker.

- **Bob Gross** inquired about the need to hire CPA audit services for the 2009 fiscal year; And what would happen to the three Elected Auditors. Chairman Dexter explained that this step was recommended by the NEPA Management and Policy review that the Twp. undertook last year, and that the Elected Auditors recommended to the BOS at their meeting.
- **Bill Gager** asked about the PennDoT Agility Agreement, whereby the Roadside Mowing was done by Twp. Roads Dept. personnel. Chairman Dexter and Chuck Grady explained that the Agility Agreement had been placed on hold...The PennDoT district reps. were more interested in having the Twp. cut down Trees. When this issue was discussed with the PennDoT reps., they were not interested in Roadside Mowing due to the cost of fuel/ it just wasn't worth it.

ACTION ITEMS:

- Minutes of September 21st, 2009 were reviewed, and Chuck Grady made a motion to approve the Minutes; Jeff Dexter seconded; and Chairman Dexter called for a vote, and the motion to approve the Minutes were unanimously approved.
- To take action on the expenses incurred during the previous month:
Expenses of September 2009: Chuck Grady made a motion to pay the expenses for the previous month, after Treasurer, Dolores Card answered Bill Gager's questions about the equipment rentals, and the amount of materials purchased from Bedrock Quarries; Chuck Grady made a motion to approve the Treasurer's Report; the motion was seconded by Jeff Dexter. Chairman Dexter called for a vote, and the motion to pay the expenses for the previous month was approved unanimously.
- To review and take action on the Treasurer's Report:
The Treasurer's Report of September, 2009: Chuck Grady made the motion to approve the Treasurer's Report. Jeff Dexter seconded the motion. Chairman Dexter called for a vote and the motion was approved unanimously.

UNFINISHED BUSINESS:

- **Building Inspection Underwriters, Inc.:** Letter accepting the Fee Schedule fees as written.

NEW BUSINESS:

1. **Foreign Fire Tax allocation:** Chairman Dexter explained the allocation of monies collected for this disbursement:
 - 40% to Equinunk Fire Company
 - 40% to Beach Lake Fire Company
 - 20% to Welcome Lake Fire CompanyChuck Grady made the motions on each of these allocations; Jeff Dexter seconded the motions; and Chairman Dexter called for votes on these allocations. These three motions were approved unanimously.
2. **Township Fire Tax:**
 - 30% to Equinunk Fire Company
 - 15% to Welcome Lake Fire Company
 - 25% to Beach Lake Fire Company
 - 10% to Lake Huntington Fire Company
 - 10% to Narrowsburg Fire Company
 - 10% to Callicoon Fire CompanyA motion was made for each allocation by Chuck Grady. Each Motion was seconded by Jeff Dexter. Chairman Dexter called for a vote on each motion; and each motion was approved unanimously.
3. **Conditional Use Hearings:** Chairman Dexter explained the need for two Conditional Use Hearings. The first for the Goldberg/Sands property; and one for the proposed Cell Tower construction at the Damascus Twp. Building. Chuck Grady made a motion to contact Donna Burrowes, Stenographer, to set a date for these Hearings, and to advertise the Hearings in *The Wayne Independent* newspaper. This motion was seconded by Jeff Dexter. Chairman Dexter called for a vote, and the motion was approved unanimously. Mr. Bob Dexter submitted a letter to the BOS, outlining his misgivings about the Cell Tower site at the shed area of the Twp. Building. He also questioned the increase of the Twp. Insurance rates [possible increase] due to the proposed site. Chairman Dexter stated that all of these considerations would be addressed at the Conditional Use Hearing, when a date was set.
4. **Budget Workshop:** Chairman Dexter announced that a 2010 Budget Workshop would be held on Wednesday, October 28th, 2009 at 7:00 PM; and that the Special Meeting would be advertised in *The Wayne Independent* newspaper.
5. **Resolution 2009-07:** DEP Module required a Resolution to be made so that the submission was complete. Chuck Grady made the motion to approve the Resolution, #2009-07 for the purpose of the DEP Module. Jeff Dexter seconded the motion; and the motion was approved unanimously.
6. **Resignation:** Mr. Ed McNulty resigned his position as a member of the Damascus Twp. Planning Commission. Chairman Dexter praised Mr. McNulty's service on the Planning Commission, and reluctantly accepted his resignation. Chairman Dexter said that the vacancy [as of January 1st] would be advertised in *The Wayne Independent* newspaper, asking for Letters of Interest in that position.
7. **Intention to hire CPA Services:** Chairman Dexter explained the need to hire the services of a CPA to audit the 2009 books- a fiscal audit. This step, he said, was recommended by the NEPA Review of Management and Policy practices, and by the elected Auditors recommendations at the end of the 2008 audit of the Damascus Twp. books. Chuck Grady made a motion to advertise the need for this service in *The Wayne Independent* newspaper. Jeff Dexter seconded the motion; and called for a vote. The motion was approved unanimously.

8. **Public Hearing: Road Opening Ordinance-** The PC has recommended a Road Opening Ordinance to the BOS. After review by Solicitor Jeffrey S. Treat, the proposed Ordinance must be reviewed by the public for comments. The Public Hearing on the proposed Road Opening Ordinance has been set for Thursday, December 3rd, 2009 at 7:00 PM, in the BOS Meeting Room, in the Municipal Building; and will be so advertised.

REPORTS:

- **Zoning, Buildings & Codes Report:** [See Attached Report] + there will be a Magistrate's Hearing on 11/10/2009. REMINDER: 911 Address signs *must be visible* on each home in our Twp.
- **Parks & Recreation: No Report**
- **Emergency Mgt. Report: No Report.**
- **Planning Commission Report:** Ernie Matern reported that there was a new submission:
 1. **Patricia Ray:** a Lot Combination- after review to the maps and documentation, presented by Marty Kunstmann, Vice-Chairman of the PC; Chuck Grady made a motion to approve the submission. Jeff Dexter seconded this motion. Chairman Dexter called for a vote, and the motion was approved unanimously.
 2. **Hocker & Hocker:** A Lot Combination [Improvement]. Chuck Grady made a motion to approve the Lot Combination, after careful review of the documents. The motion was seconded by Jeff Dexter. Chairman Dexter called for a vote, and the motion was approved unanimously.
 3. **Goldberg/Sands: Land Development Plan:** After review of the submitted documents and Maps, showing that one driveway had been closed up and seeded; Erosion and Sediment Controls module was on file; and that a Conditional Use Hearing had been filed with the Zoning Officer; Hearing set for November 13th, 2009 at 7:00 PM. Chuck Grady made a motion to approve the submission. Jeff Dexter seconded the motion. Chairman Dexter called for a vote and the motion was approved unanimously.
- **UDC Report:** UDC Representative, Dolores Keesler- See attached Report. + a \$1,000.00 Grant has been approved by the UDC for Technical Assistance with installation and Training regarding a new Server, which will enhance the abilities of the PC to communicate and work on large projects from their home computers- such as a Conservation Overlay for inclusion in the Damascus Twp. Comprehensive Plan. [Note: 8 of 9 members have Personal Computers in their homes].
- **Roads Report:** Chuck Grady spoke about the road work being completed on several roads. Duck Harbor Road work is anticipated. Steps are being considered regarding the road closure timeframe; but that closing will depend on the water runoff from these past storms- as to when the work will commence. There will be adequate warning in the newspaper and Radio when the Road actually will be closed.
- **Zoning Hearing Board Report:** No open matters are before the ZHB at this time.
- **Food Pantry Report:** 36 families have been served; However, donations of dry or canned foods to the Damascus Area Pantry are needed and always appreciated; Damascus School and other organizations are holding a Food Drive for the Pantry, reported Dora Henry, Pantry Coordinator. Ms. Henry also asked for volunteers to help in dismantling the "Walk-in" Freezer; as it seems the Community Use room was built around the Freezer, and therefore it's impossible to remove it as is.
- **The Damascus Recycling Program:** Marty Kunstmann reported that there was a good turnout & response to the program; and he thanked the volunteer staff for their help.

Open Floor: Second Segment- 3 Minutes per speaker on Topics of Community interest.

1. **Howard Schuchman announced that there would be the annual FIRE PREVENTION Assembly program [+ a Fire Drill] at the Damascus School. Arrangements would need to be made to get the Fire Equipment and Ambulance to the school for the occasion. Howard will be coordinating with the BOS and Ed Lagarenne for help with this project.**
2. **There was Thanks and a ‘Thumbs Up’ expressed by a resident, for the work being performed by the Roads Department on all the various roads throughout the Twp.**
3. **The Dirt and Gravel Grant for work on Glen and Whitmore Roads was discussed.**
4. **Faye Rossi, Damascus Twp. Auditor- further discussed the need for hiring CPA services for the fiscal audit of the 2009 books. [as per the NEPA recommendations; as well as the recommendations of her group in their Auditors Report.]**
5. **Chairman Dexter spoke about the great work being performed by Delores Card, Treasure- in her capacity as a Purchasing Agent for Damascus Township.**
6. **Liquid Fuels will be reduced at approx. 4% this coming year- an 8% drop in two years.**
7. **Blue Ridge Communications is being explored as a telephone system carrier so as to save money. [approx. \$176.00 per month. By eliminating AT&T and Verizon].**
8. **Volunteers are still being sought for participation in the CC Haunted Trail event, on October 23rd, 24th, 25th, 2009; from 7:00 PM to 10:00 PM.**
9. **Chairman Dexter reminded all residents to vote on Election Day- Nov. 3rd, 2009.**

Hearing no further comments, the meeting was adjourned at 7:50 PM, on a motion made by Chuck Grady and seconded by Jeff Dexter.

These Minutes are respectfully submitted by: Karyle A. Woods, BOS Secretary and Open Records Officer.

SIGNED by the Board of Supervisors:

Absent from the Meeting

Jeffrey R. Dexter, Chairman of the Board

Jason E. Roberts, Supervisor of the Board

Charles Grady, Vice Chairman of the Board

Karyle A. Woods, Secretary of the Board &
Open Records Officer

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