



DAMASCUS TOWNSHIP

BOARD OF SUPERVISORS

MEETING MINUTES OF: June 17<sup>th</sup>, 2013

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**Meeting called to order @ 7:00 PM.**

**The Pledge of Allegiance** was led by: Mr. Mike Wood; et al.

**Attendance:** [ x ] Jeffrey R. Dexter, [ x ] Charles Grady, [ x ] Joseph Canfield, [ / ] Dolores Card, [ x ] Ed Lagarenne, [ x ] Ernie Matern or Marty Kunstmann - PC; [ / ] Gary Packer; [ x ] Bob Dexter or Marty Kunstmann; [ / ] Dora Faye Henry; and [ x ] Karyle A. Woods, Secretary & Open Records Officer; [ / ] Solicitor Jeffrey S. Treat, Esq.

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**KEY TERMS:** [x] =Present. [/]=Absent. **BOS**= Board of Supervisors; **ZHB**= Zoning Hearing Board; **PC**= Damascus Planning Commission; **UDC**= Upper Delaware Council; **DRBC**= Delaware River Basin Commission; **WCPD**= Wayne County Planning Dept./GIS; **WCCD**= Wayne County Conservation District; **DEP**= Dept. of Environmental Protection; **DCED**= Dept. of Community and Economic Development; **NPS**= National Parks Service; **SEO**=Sewage Enforcement Officer; **BCO**= Building Codes Officer; **EMC**= Emergency Mgt. Coordinator; **PennDoT**= Pennsylvania Dept. of Transportation; **FEMA**= Federal Emergency Mgt. Agency; **PEMA**= Pennsylvania Emergency Mgt. Agency; **PUC**= Public Utilities Commission.

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**Open Floor:** AGENDA Items only. **Three minutes per speaker.**

➤ NONE

**ACTION ITEMS:**

- 1. The Minutes of May 20<sup>th</sup>, 2013 were approved unanimously, on a motion made by Chuck Grady, and seconded by Joe Canfield. The vote was called by Chairman Dexter.
- 2. Chuck Grady made a motion to approve the Treasurer's Report. Joe Canfield seconded the motion; a vote was called by Chairman Dexter and the motion was approved unanimously.
- 3. Joe Canfield made a motion to approve paying the expenses of the previous month, and an outstanding Invoice from several months ago, which had not been reported to the Treasurer's Office. The motion was seconded by Chuck Grady; Chairman Dexter called for a vote and the motion was approved unanimously.

**UNFINISHED BUSINESS:**

- The BOS determined, after consultation with the Treasurer, that a 2% raise was sufficient for the Staff and the Roads Department personnel. Joe Canfield made this motion and Chuck Grady seconded the motion. Chairman Dexter called for the vote, and the motion was approved unanimously.
- The PA. Clean-up of the Delaware River, by the Calkins Ag 4-H club members was discussed. The Chairman explained that the NPS Budget had been reduced and that there was no funding for the Clean-up this year. In the past few years, the NPS had provided Grants for this effort; he asked the BOS to fund the efforts this year. Joe Canfield made a motion to award \$500.00 this year for the Calkins Ag 4H Club to do the Clean-up. Chuck Grady seconded the motion. Chairman Dexter called for a vote, and the motion was approved unanimously. Mr. Gross, a resident of Damascus Twp. brought to the attention of the BOS, that it would entirely possible to apply for a Grant from the Honesdale Partnership. Chairman Dexter agreed to look into that possibility.
- After several minutes of discussion, the BOS agreed to lease for purchase, one Truck; a motion by Chuck Grady to secure two Trucks, failed to receive a second. Dolores Card, Treasurer for Damascus Twp., spoke about the leasing of the two Trucks. In essence, stating that the monthly payout would be significantly less than the payout on the three Trucks purchased several years ago. She also explained that the Road Machinery Fund was not transferable to any other

**UNFINISHED BUSINESS: Continued.**

account. As those funds are from a Road Machinery Tax, therefore dedicated to Road Machinery leases and purchases only.

**NEW BUSINESS:**

- **The Hopkins Road Bridge Replacement project** moves forward with a Financial Agreement and an Engineering Agreement. Both documents asked for a dedicated signature. Joe Canfield made a motion to have Chairman Dexter be the signatory for this project's duration. The motion was seconded by Chuck Grady. Chairman Dexter called for a vote, and the motion was approved unanimously. A Resolution # 2013-03 was voted upon; the Resolution codifies that Jeffrey R. Dexter is a Signatory authority, with Karyle A. Woods, Secretary. Joe Canfield made the motion and Chuck Grady seconded the motion. Chairman Dexter called for a vote, and the motion on Resolution 2013-03 was approved unanimously.
- **The Damascus Township Fee Schedule** – Resolution #2013-04 was discussed and Chuck Grady made a motion to approve the changes to the Fee Schedule that recognizes the need for our Alternate SEO to occasionally design a Septic System for a resident/ land owner. Therefore it is necessary to add that category of service to the Fee Schedule, with the amount of \$375.00 as the cost. Joe Canfield seconded the motion and Chairman Dexter called for a vote. The motion was approved unanimously.

**REPORTS: NONE**

- **Zoning Officer and Web Master:** See attached report.
  - **Emergency Management:**
  - **Planning Commission:**

The Chairman of the Damascus Township Planning Commission, Ernie Matern recommended the BOS approve 2 submissions: [A.] Sheridan, Marilyn Joan – a Lot Addition. The BOS reviewed the submission, and Joe Canfield made a motion to approve the submission. Chuck Grady seconded the motion. Chairman Dexter called for a vote, and the motion was approved. [B.]Krug, William – A minor subdivision was reviewed by the BOS. Chuck Grady made a motion to approve the minor subdivision. Joe Canfield seconded the motion. Chairman Dexter called for a vote, and the motion was approved.
- **UDC Representative's Report:**

Jeffrey R. Dexter, Chairman of the UDC Board, discussed the report of how the New York Reservoir system would operate. The Ulster County cold water releases. How the NYC reps. were to discuss the 30 million gallons of water lost because the conduits have not been repaired. However, as was noted by Mr. Dexter, there are 5 agencies that must approve the financial impact of those repairs, etc.
- **Parks & Recreation:** NONE
- **Roads Department:** [North End & South End]
 

Work continues with Grading, Ditching, and the repair of Potholes, pipe replacements, and Dust Control applications throughout the township.
- **ZHB:** No Matters are before the ZHB
- **The Food Pantry:** No Report given due to the fact that the Pantry meets after this meeting.
- **The Recycling Program:** A very good day; The Reverend Pastor Hunt introduced Mr. John Highhouse to the residents and the BOS, as the new Assistant Pastor of the Damascus Christian Academy and Church. Mr. Highhouse will be Volunteering, and assisting with the Recycling efforts on the 2<sup>nd</sup> Saturday of each month.

**OPEN FLOOR: 2<sup>nd</sup> Segment- Community Interests:**

1. Bob Gross raised the issue of the MMPC survey. In contention is the survey's interest in amending the Township codes to reflect the interest in making 2 acre lots the minimum size of lots. Mr. Matern explained that the issue had been raised in the PC; however he said that the BOS would have to take up this issue.
2. Mr. Mike Wood thanked the BOS for the contribution of \$500.00 for the Calkins Ag 4H; he explained that there are 30 youngsters, with their parents helping in the Clean-up efforts.

**OPEN FLOOR: 2<sup>ND</sup> SEGMENT Continued**

3. A resident expressed that the BOS should look into hiring a Part time person to adequately mow the Ball fields, and Weed Whack the Pavilion and Play areas in Damascus Park.

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**Hearing** no further comments, Joe Canfield made a motion to adjourn the meeting. The motion was seconded by Chuck Grady. The meeting was adjourned 8:00 PM.

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

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**SIGNED by the Board of Supervisors:**

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Jeffrey R. Dexter, Chairman

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Chuck Grady, Vice Chairman

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Joseph Canfield, Supervisor

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Karyle A. Woods, BOS Secretary, &  
Open Records Officer