



**DAMASCUS TOWNSHIP  
BOARD OF SUPERVISOR MEETING  
MINUTES OF December 15<sup>th</sup>, 2008**

---

The Board of Supervisors meeting was called to order at 7:00 PM, by Chairman- Jeffrey R. Dexter. The Pledge of Allegiance was led by Mr. Bob Gross.

Attendance was as follows: Chairman, Jeffrey R. Dexter, Vice Chairman- Charles Grady, Supervisor- Jason E. Roberts, Secretary- Karyle A. Woods, Planning Commission Chairman- Ernest C. Matern, Zoning Hearing Board Chairman- Howard Schuchman, and Recycling Program Coordinator- Robert [Bob] Dexter, Dolores Keesler- UDC Representative.

**OPEN FLOOR:** There was discussion detailed of the road named Stoney Fields. The Riggs family, ultimately, has named their personal drive way –Riggs Road [the Riggs drive way name will be submitted to 911 Communications Center. Mr. Meeker speaking for Mr. Earl Crum has indicated that the GIS office and the 911 Communications Center have agreed to Stoney Fields as a road name [at November 2008]. Jeff Dexter indicated that he had personally spoke with the GIS office, and had sent a letter. Chuck Grady agreed that the information had been sent; and that Jeff Dexter was not present at the BOS meeting in October. Chairman Dexter and the Board members agree that naming their own drive way- Riggs Road is an excellent idea, and will cut down on confusion for response time in an emergency situation, providing further clarification of the location of the actual residence.

**ACTION ITEMS:**

1. The Board of Supervisors reviewed the Minutes of November 17th, 2008; and Chuck Grady made a motion to accept the Minutes of November 17th, 2008; the motion was seconded by Jason Roberts. **Chairman Dexter** called for a vote and the motion was unanimously carried.
2. The Board of Supervisors reviewed the expenses incurred and paid during the previous month; and Chuck Grady made a motion to pay the expenses incurred. The motion was seconded by Jason Roberts. Vice Chairman Grady called for a vote, and the motion to pay the incurred expenses and the motion passed unanimously.
3. The Treasurer's Report was reviewed. Chuck Grady made a motion to accept the Treasurer's Report and Jason Roberts seconded the motion. Vice-Chairman Grady called for a vote and the motion passed unanimously.

**UNFINISHED BUSINESS:**

- No Bids were received for the Snow Plow with Snow Flap and Carbide Blade.

**REPORTS:**

- Emergency Mgt. Coordinator- Jeff M. Finlay was unable to attend the BOS meeting.
- Zoning and Codes Enforcement Officer- Ed Lagarenne reported: See attached report.
- Damascus Township Planning Commission reported:
  1. Peggy Davis – Lot Combination; was recommended for approval to the BOS. After review of the data, Chuck Grady made a motion to approve the subdivision. Jason Roberts seconded the motion and the motion passed unanimously.
  2. Freda, Thomas and Kathy – Lot Improvement: after review of the data, Chuck Grady made a motion to approve Lot Improvement. Jason Roberts seconded the motion; and the motion passed unanimously.
  3. Mueller: A minor Subdivision- The data submitted was reviewed, and the particulars discussed. Chuck Grady made a motion to approve the minor subdivision and Jason Roberts seconded the motion; a vote was called and the motion to approve the Minor Subdivision was approved unanimously.
  4. Turner, Michael and Kathy: A minor subdivision- was recommended for approval by the Planning Commission. After reviewing the data- the Lot lines have been changed; and the HOP is approved. Chuck Grady made a motion to approve the minor subdivision. Jason Roberts seconded the motion. A vote was called, and the motion passed unanimously.

## Reports continued:

- UDC Representative reported that Berlin Township has joined the UDC and that Manchester Township will be approached in the near future, to have the UDC make a presentation to the Board of Supervisors at Manchester Township asking them to consider joining the UDC. New codes are being written by the DRBC [Delaware River Basin Commission] regarding Flood Control, [Flexible Flow not a part of the guidelines for the new codes.] which they hope to have ready next year.
- Damascus Township Roads Department Report: The report was given by Chuck Grady and Jason Roberts; road work continues to be performed as needed to winterize the Township Trucks; repair work is being performed to fill Potholes and build up washed out areas of township roadways.
- Zoning Hearing Board reported that there were no open matters before the Board.
- The Damascus Area Food Pantry reported that the Pantry did good business, and that there were a number of Damascus Township residents have made donations of Food stuffs to the Pantry.
- Bob Dexter reported that the Recycling Center activities were well attended by residents; but the volunteer staffing of the program is running short handed and more volunteers are needed for the once a month program.
- Chuck Grady reported that the new Playground equipment has been stored away until next spring, and that volunteers will be contacted when the installation of the new equipment get under way.

**NEW BUSINESS:**

1. Chairman Dexter explained the drop in income due to the economic situation everybody is facing; however with certain reductions in expenditures, there will be no increases in Taxes for 2009. Chairman Dexter asked for a vote to adopt the Damascus Township Budget for 2009. Chuck Grady made a motion to adopt the 2009 Budget and Jason Roberts seconded the motion. Chairman Dexter called for a vote, and the motion passed unanimously.
2. A Letter was received from Mrs. Dolores Card resigning her position as Damascus Township Auditor, as of December 31<sup>st</sup>, 2008. The resignation was accepted by the Board of Supervisors, as Ms. Card is due to take up responsibilities as Treasurer of Damascus Township, as of January 1<sup>st</sup>, 2009. Chairman Dexter asked any interested party to apply to the Township to be appointed to fill out the term of office left vacant by Mrs. Card's resignation. He pointed out that this is a paid position, and that the candidate would have to stand for election in the next cycle.
3. Resolution #2008-15, a resolution [Damascus Township Tax Levy] which sets the amount of Mills in Damascus Township. The 2009 Mills will not change from the 2008 levels. However DCED must have a resolution to that effect. Chairman Dexter asked for a motion on Resolution #2008-15, and Chuck Grady made a motion to approve the Resolution #2008-15; Jason Roberts seconded the motion; Chairman Dexter called for a vote, and the motion passed unanimously: Real Estate = 1.55 Mills; Road Machinery= .40 Mills; Fire
4. Resolution #2008-16: Open Records Officer and Policy. This Resolution sets the Policy, Procedures, and names an Open Records Officer for this Commonwealth Law, which has been updated and is in effect as of January 1<sup>st</sup>, 2009. Chairman Dexter explained Resolution #2008-16, and asked for a motion. Chuck Grady made a motion to approve Resolution #2008-16, and the motion was seconded by Jason Roberts. A vote was called, and the motion was passed unanimously.
5. Resolution #2008-14: To allow Electronic Access to PennDoT Systems was discussed By the Board of Supervisors, and Chairman Dexter asked for a motion to approve Resolution #2008-14. Chuck Grady made the motion to approve the resolution and the motion was seconded by Jason Roberts. Chairman Dexter called for a vote and the motion passed unanimously.
6. Resolution #2008-17- Appropriations For Municipal Government: Chairman Dexter stated that this Resolution was necessary to appropriate the taxes for the Township. The Board of Supervisors agreed to the appropriation of the Taxes. Chuck Grady made a motion to approve Resolution #2008-17; Jason Roberts

New Business continued.

#6. Continued: seconded this resolution. Chairman Dexter called for a vote, and the motion passed unanimously.

7. The Fire District Coverage Map was discussed and approved by the Board of Supervisors. The Map is on file in the Damascus Township Offices, and has been transmitted to the 911 Communications Center Director, located in Honesdale, Pa.

**OPEN FLOOR:**

1. Rev. Blackie expressed her appreciation of the efforts and commitment to a program which links the Damascus Manor Methodist Church with the outreach efforts of the Bridge City Texas church program. Jeffrey R. Dexter gave a brief outline of the effort being undertaken and the volunteer efforts being made. [See prepared text, attached.]
2. Permission was requested and given to set Luminaries along the traditional route and Atco Road. Viewing is expected on December 24<sup>th</sup>, 2008, starting at 6:00 PM, approximately.

Hearing no further business, Jason Roberts motioned to adjourn the meeting and Chuck Grady seconded the motion. The BOS meeting adjourned at 8:32 PM.

---

These Minutes are respectfully submitted by Karyle A. Woods, Secretary to the Board of Supervisors.

Signed by the Damascus Township Board of Supervisors:

\_\_\_\_\_  
Jeffrey R. Dexter, Chairman of the Board

\_\_\_\_\_  
Charles Grady, Vice Chairman of the Board

\_\_\_\_\_  
Jason E. Roberts, Supervisor of the Board

\_\_\_\_\_  
Karyle A. Woods, Secretary of the Board