

January 22, 2019
Tuesday, 10:00 A.M.

MINUTES

Chairman Robert Rohner called the meeting to order at 10:03 p.m. Also present were Richard Vollmer, Vice Chairman, Theresa Laino, Supervisor and Mary Ann Conza, Assistant Sec / Treas. Absent: Jon Tresslar, P.E., Township Engineer and Donald Karpowich, Township Solicitor

PUBLIC COMMENTS:

None.

APPROVE THE RE-ORGANIZATION MINUTES OF JANUARY 7, 2019:

Motion made by Mr. Vollmer and second by Mr. Rohner to approve the re-organization minutes of January 7, 2019 as presented. Unanimous.

APPROVE THE REGULAR MEETING MINUTES OF JANUARY 7, 2019:

Motion made by Mr. Vollmer and second by Mr. Rohner to approve the regular meeting minutes of January 7, 2019 as presented. Unanimous.

APPROVE THE PAYMENT OF THE BILLS ON LIST #1, LIST #2 AND THE TRANSFERS AS PRESENTED:

Motion made by Mr. Vollmer and second by Mr. Rohner to approve the payment of the bills on List #1, List #2 and the transfers as presented. Unanimous.

ACCEPT THE FINANCIAL STATEMENTS; ALL FUNDS, FOR THE MONTH ENDED DECEMBER 31, 2018:

Motion made by Mr. Vollmer and second by Mr. Rohner to accept the financial statements; all funds, for the month ended December 31, 2018.

BUSHKILL OUTREACH BUILDING PLANS:

Mike Lamoreaux and two other representatives from McGoey, Hauser & Edsall, Consulting Engineers, were present to ascertain information needed for a very rough sketch plan and a very, very rough idea of the cost. What building size and actual space are needed, type of functions performed, classification and type of occupancy.

The Supervisors are looking for a one-story building, without a basement, to serve the food bank and a senior center, including a kitchen to serve the Outreach volunteers and the senior center. There is availability for water and sewer. A valid NPDES permit exists.

Representatives from Bushkill Outreach were present and gave their input. The food bank serves about 150 families in Pike County and approximately 90 families in Monroe County, approximately 1,250 people in total. There are approximately 15 volunteers per day.

Proposed space wanted in the facility are as follows:

- Office space to speak with new clients privately, large enough for 3 desks, copier and 2-3 file cabinets, approximately 10' x 10'.
- An area with shelves for the free food distribution.
- Space for storage of clothing and space for the distribution.
- Space for a low cost Christmas Shop with a storage area.
- An area for the 4 regular refrigerators and a large 3 door refrigerator.
- An area for the 10 chest freezers and a walk-in freezer. Space can be saved by changing the 10'x10' walk-in freezer with a 10'x20' walk-in freezer which will replace the 10 chest freezers.
- A warehouse room approximately 40' x 30' for deliveries with 1 overhead garage door, a forklift to remove the skids from trucks would be helpful.
- Commercial kitchen.
- Single toilet room for men and one for woman; separate toilet room for the volunteers.
- Showers.
- A large multi-purpose room that can have partitions to accommodate smaller groups and used for fund raisers, dinners, meetings, seminars for clients, flu shots, etc. The room to accommodate just under 200 people.
- A generator to service the entire building. Power source to be determined.

Mr. Lamoreaux will return next month with a sketch plan. The plan needs to be complete by the summer of 2019 and prior to the grant submission date of September.

The next meeting will be Tuesday, February 12, 2019 at 10:00 a.m. and monthly meetings thereafter.

ADJOURNMENT:

Motion made by Mr. Rohner and second by Ms. Laino to adjourn the meeting at 11:45 a.m.

Respectfully submitted,
Mary Ann Couza
Assistant Secretary