

POCONO TOWNSHIP COMMISSIONERS
REGULAR MEETING AGENDA
November 21, 2016
7:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
 - a. Executive Sessions were held on November 7, 2016 and November 9, 2016 to discuss personnel matters.
 - b. The meeting to discuss the Summit Health Conditional Use application was adjourned to December 1, 2016 at 6:00pm.
 - c. Hearing on the proposed SALDO was held on November 9, 2016.
 - d. Ribbon Cutting Ceremony for the Pocono Heritage Center and Bicentennial Celebration took place from 1 to 5 pm on November 20, 2016.
- 4) Ordinances
 - a. An Ordinance amending Ordinance No. 77, the Subdivision and Land Development Ordinance.
 - b. An Ordinance for the Office of Township Manager

5) Public Comments on matters not on the agenda

Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. (Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President)

- 6) Approval of Minutes:
 - a. Regular Meeting of November 7, 2016
 - b. Special Meeting of November 9, 2016
 - c. Conditional Use and SALDO Hearings of November 9, 2016
- 7) Approval of Bills and Transfers
 - a. Check listing dated November 21, 2016
 - b. Transfers list dated November 21, 2016
 - c. Appropriation dated November 21, 2016

8) Report of the President

9) Commissioners Comments

Bob DeYoung, Vice President

Jerry Lastowski, Commissioner

Judi Coover, Commissioner

Ellen Gnant, Commissioner

10) Reports:

- a. Chief Werkheiser
- b. Pocono Township Volunteer Fire Company
- c. St. Luke's Ambulance
- d. Administration – Manager's Report
 - i. Extension of Part-time Employment of Christine Brodsky through the end of 2016.
 - ii. Management of Public Works (Roads, Parks, Facilities and Sewer) Recommendation.
- e. Public Works Report
- f. Finance Committee
- g. Township Solicitor Report
 - i. Marchenko
 - ii. Kleyman
- h. Township Engineer Report

11) Presentations:

12) Resolutions:

13) Executive Session (If Necessary)

14) Adjournment

Pocono Township Check Listing
November 21, 2016

| General Fund | Date | Check | Vendor | Memo | Amount |
|--------------|------------|-------|--------------------------------------|---|--------------------|
| | 09/14/2016 | 54934 | Verizon | Telephone expenses | 60.86 |
| | 10/04/2016 | 54986 | Jacoby Donner Attorneys at Law | Retainage | 5,000.00 |
| | 11/15/2016 | 55102 | Teamster Local 773 | Non Uniform union dues | 501.00 |
| | 11/15/2016 | 55103 | Teamster Local 773 | Police union dues | 1,139.00 |
| | 11/15/2016 | 55104 | Lincoln Life | Voluntary supplemental investments | 300.00 |
| | 11/15/2016 | 55105 | Cardmember Services | Park/Public Works | 45.00 |
| | 11/17/2016 | 55106 | 209 Enterprises | #2A stone | 1,162.00 |
| | 11/17/2016 | 55107 | BIU of PA, Inc. | ZO, SEO, BIU | 3,330.00 |
| | 11/17/2016 | 55108 | Brodhead Creek Regional Authority | Sewer | 206.51 |
| | 11/17/2016 | 55109 | Broughal & DeVito, L.L.P. | Legal | 6,979.06 |
| | 11/17/2016 | 55110 | Cardmember Service | Email Service -Police/Twp | 209.80 |
| | 11/17/2016 | 55111 | Connoisseur Media, LLC | Radio advertising Police Officer | 3,870.00 |
| | 11/17/2016 | 55112 | Cyphers Truck Parts | Truck #10 | 116.74 |
| | 11/17/2016 | 55113 | DES | Recycling | 20.00 |
| | 11/17/2016 | 55114 | E.R. Linde Construction Corp | #2 Stone | 91.88 |
| | 11/17/2016 | 55115 | F/J Hess and Sons | Emergency replacement of Hot Water Heat | 1,015.75 |
| | 11/17/2016 | 55116 | Gotta Go Potties, Inc | Mt. View Park | 150.00 |
| | 11/17/2016 | 55117 | Hanover Engineering Associates, Inc. | Zoning map revisions & Zoning Books | 382.24 |
| | 11/17/2016 | 55118 | Hanson Aggregates Pennsylvania LLC | Stone | 2,601.16 |
| | 11/17/2016 | 55119 | Hartshorn, Dean | Workboot Allowance | 150.00 |
| | 11/17/2016 | 55120 | HUNTER KEYSTONE PETERBILT | Stock part - Trucks | 10.74 |
| | 11/17/2016 | 55121 | J & B Auto | Unit #78 | 71.08 |
| | 11/17/2016 | 55122 | J. P. Mascaro & Sons | Township Garbage | 238.14 |
| | 11/17/2016 | 55123 | Jermys Sports Center | Ammunition | 166.00 |
| | 11/17/2016 | 55124 | Kimball Midwest | PW supplies | 284.24 |
| | 11/17/2016 | 55125 | Kost Tire & Auto Service | Tires police | 614.94 |
| | 11/17/2016 | 55126 | Kresge, Daniel | Uniform Allowance | 105.00 |
| | 11/17/2016 | 55127 | Lawrence B. Fox P.C. | Legal - Weichand | 150.00 |
| | 11/17/2016 | 55128 | Leon Clapper, Inc. | Boiler Service | 685.00 |
| | 11/17/2016 | 55129 | Monroe County Treasurer | Tax payer notices and postage | 339.97 |
| | 11/17/2016 | 55130 | Network Fleet | GPS Service - November | 355.40 |
| | 11/17/2016 | 55131 | Northeast Pennsylvania Alliance | Membership | 275.00 |
| | 11/17/2016 | 55132 | Otto, Carol | Cleaning | 550.00 |
| | 11/17/2016 | 55133 | PMHC | Health Insurance - November | 52,784.48 |
| | 11/17/2016 | 55134 | PNC Equipment Finance, LLC | Final 2011 Loader | 1,014.30 |
| | 11/17/2016 | 55135 | Pocono Record | Advertising | 3,724.34 |
| | 11/17/2016 | 55136 | Pocono Township | Reimbursement from General Fund to Sew | 2,306.07 |
| | 11/17/2016 | 55137 | PPL Electric Utilities | Electric | 1,232.13 |
| | 11/17/2016 | 55138 | Praxair Dist Mid-Atlantic | Cylinder rental - Supplies | 24.55 |
| | 11/17/2016 | 55139 | Prosser Laboratories, Inc. | Water testing Mt. View | 51.00 |
| | 11/17/2016 | 55140 | Rode, Randy | Work boot allowance | 150.00 |
| | 11/17/2016 | 55141 | Royal Security Services, Inc | Yearly service fee - DDMS | 150.00 |
| | 11/17/2016 | 55142 | Sparkle Car Wash | Car washes - Police | 46.00 |
| | 11/17/2016 | 55143 | Staples Advantage | Park Supplies | 62.98 |
| | 11/17/2016 | 55144 | Stamer, Phillip | Work Boots allowance | 150.00 |
| | 11/17/2016 | 55145 | Sundance Networks, Inc. | IT Consulting fee - Troubleshoot internet iss | 144.00 |
| | 11/17/2016 | 55146 | T-Mobile USA, Inc. | Cell Tower dump | 50.00 |
| | 11/17/2016 | 55147 | UNIFIRST Corporation | Carpets/Uniforms | 489.30 |
| | 11/17/2016 | 55148 | Vogt, Charles | Twp. Manager Mileage | 23.44 |
| | 11/17/2016 | 55149 | Warnick Welding & Fabrication | Heavy Equipment repair | 900.00 |
| | 11/17/2016 | 55150 | Wilson Products Compressed Gas Co. | Supplies | 6.50 |
| | | | TOTAL General Fund | | \$94,495.80 |

Pocono Township Check Listing
November 21, 2016

| Sewer Operating Fund | | | | |
|----------------------|------|-----------------------------------|--|--------------------|
| 11/15/2016 | 1694 | BLUE RIDGE COMMUNICATIONS | Cable for pump stations | 185.58 |
| 11/15/2016 | 1695 | METROPOLITAN TELECOMMUNICATIONS | Phones for pump stations | 57.75 |
| 11/15/2016 | 1696 | BRODHEAD CREEK REGIONAL AUTHORITY | December 2016 sewer treatment | 78,172.00 |
| 11/15/2016 | 1697 | Pocono Management Associates LLC | Patrick Breigel | 2,461.25 |
| 11/15/2016 | 1698 | PA One Call System, Inc | Marking for PA One Call | 135.50 |
| 11/15/2016 | 1699 | TRIJAY Systems | Maintenance | 600.00 |
| 11/15/2016 | 1700 | BROUGHAL & DEVITO, L.L.P. | Legal for Operations | 795.00 |
| 11/15/2016 | 1701 | Want To Inc. | Maintenance | 1,430.00 |
| 11/15/2016 | 1702 | EEMA O&M Services Group, Inc. | Maintenance | 5,403.50 |
| 11/15/2016 | 1703 | PPL Electric Utilities | Electric for pump stations | 1,680.60 |
| 11/15/2016 | 1704 | J P Mascaro & Sons | Garbage pick up for pump stations | 90.00 |
| 11/16/2016 | 1705 | Evoqua | Sanofi testing (replace lost check 1674) | 5,100.00 |
| | | | TOTAL Sewer Operating Fund | \$96,111.18 |

| | | | | |
|--------------------------------|------------|-----|--------------------------------------|------------------------|
| Sewer Construction Fund | | | | |
| | 11/15/2016 | 189 | Broughal & DeVito | Legal for construction |
| | | | | 180.00 |
| | | | TOTAL Sewer Construction Fund | \$180.00 |

Payroll Pay 23 **\$70,523.42**

| | | | | |
|--------------------------------------|------------|--|----------------|--------------------|
| TOTAL General Fund | | | | |
| TOTAL Sewer Construction Fund | | | | |
| TOTAL ESSA Transfer | | | | |
| | | | | \$94,495.80 |
| | | | | \$180.00 |
| | | | | \$94,675.80 |
| TOTAL Sewer | Wayne Bank | | Authorized by: | |
| | | | | \$96,111.18 |

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 07th, 2016 7:15 P.M.

The Regular meeting of the Pocono Township Commissioners was held on 11/07/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:15 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gnantt, present; Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, present.

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer; Charles Vogt, Twp. Manager; and Pamela Finkbeiner, Township Secretary, were present.

ANNOUNCEMENTS:

Executive Sessions were held on 10/17/2016, 10/20/2016, 10/24/2016, 10/28/2016, 11/3/2016 and 11/6/2016 to discuss personnel matters.

The record for the Summit Health Conditional Use Hearing closed on October 20, 2016. Discussion followed.

Special meeting will be held on November 9, 2016 to discuss the Summit Health Conditional Use application. Discussion followed.

Hearing on the proposed SALDO will be held on November 9, 2016.

Ribbon Cutting Ceremony for the Pocono Heritage Center and Bicentennial Celebration will take place from 1 to 5 pm on November 20, 2016.

PUBLIC COMMENT:

Ed and Judi Sarubbi, Twp. residents, questioned the status of the Brookdale project.

Maxine Turbolski, Twp. resident, questioned the status of the Brookdale project.

MINUTES:

B. DeYoung made a motion, seconded by E. Gnantt, to approve the Regular Meeting minutes of 10/17/2016. Roll call vote: E. Gnantt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

B. DeYoung made a motion, seconded by E. Gnantt, to approve the work session Meeting minutes of 10/25/2016. Roll call vote: E. Gnantt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by E. Gnantt, to approve the work session Meeting minutes of 11/03/2016. Roll call vote: E. Gnantt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

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BILLS AND TRANSFERS:

J. Lastowski made a motion, seconded by H. Werkheiser, to approve the Bill's list of 11/07/2016. Discussion followed. J. Lastowski withdrew his motion. H. Werkheiser withdrew his second. Charlie Trapasso, Twp. resident, spoke concerning the F.J. Hess bill.

J. Coover made a motion, seconded by E. Gndt, to approve the Bill's list of 11/07/2016 except the F.J. Hess - Check 55066 in the amount of \$6,970.00 and T&M Associates - Check 186 in the amount of \$2,462.50. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Transfer's between accounts - Discussion - no action taken.

Supplemental Appropriations of 11/07/2016 - Discussion - no action taken.

TREASURER'S REPORT: Submitted for Board review.

PRESIDENTS' REPORT: None.

COMMISSIONERS' REPORT:

Bob DeYoung, Vice President, none.

Jerry Lastowski, Commissioner, read a letter from a Township resident concerning Ambulance transport services.

Judi Coover, Commissioner,

a) Proposed Amendment to Manager's Ordinance - Discussion followed. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

b) PJHS - Discussion followed. J. Coover made a motion, E. Gndt, to draft a resolution with Pocono Jackson Historical Society. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Ellen Gndt, Commissioner, request for an executive session to discuss personnel.

2015 AUDIT - Discussion.

REPORTS:

a) **ADMINISTRATION - MANAGER'S REPORT**

1) Designation of Emergency Management Coordinator

J. Coover made a motion, seconded by B. DeYoung, to designate Charles Vogt, Twp. Manager/Assist Secretary, as Emergency Management Coordinator. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

b) Spirit of Swiftwater update - Escrow has been replenished and the Financial Security for Development Agreement has been provided.

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ADMINISTRATION CONT:

c) Request from Spruce Lake Day Camp to use TLC as a stop for their shuttle service from June 12th, 2017 through August 25th, 2017.
No action.

d) Eureka Invoices June, July and August settlement payment \$35,878.40. Discussion followed. J. Coover made a motion, seconded by E. Gndt, to authorize the Twp. Manager to prepare a settlement letter to Eureka and move the settlement to the 11/09/2016 meeting. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PUBLIC WORKS REPORT:

Paving is completed and being inspected.

Line Painting and shoulders are completed.

FINANCE COMMITTEE: No report

TOWNSHIP SOLICITOR'S REPORT:

SALDO - The hearing date is set for 11/09/2016.

GMDC - Halterman's Status

TOWNSHIP ENGINEER'S REPORT: None

PUBLIC COMMENT:

Maxine Turbolski, Twp. resident, questioned the Heritage Center.
Joe Shupp, Twp. resident, questions on the Heritage Center.
Richard Wielebinski, Twp. resident, and Toni Farda thanked Charlie Trapasso for her volunteer work on the Heritage Center.

ADJOURNMENT INTO EXECUTIVE SESSION: J. Lastowski made a motion, seconded by R. DeYoung, to adjourn the meeting into executive session at 8:45 p.m. to discuss a personnel matter. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

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POCONO TOWNSHIP BOARD OF COMMISSIONERS
CONDITIONAL USE HEARING MINUTES
OF THE SUMMIT HEALTH CAMPUS
SALDO ORDINANCE
NOVEMBER 9th, 2016 6:00 P.M.

The Conditional Use Hearing for Summit Health Campus and SALDO Ordinance were held on 11/09/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gndt, present; Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, present.

Leo DeVito, Solicitor, Broughal & DeVito; present; Charles Vogt, present; and Pamela Finkbeiner, Township Secretary, were present.

Donna Kenderdine, Court reporter was present.

PUBLIC COMMENT: None

CONDITIONAL USE HEARING SUMMIT HEALTH CAMPUS:

Present: Marc Wolfe, Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri, P.C., and Steve Cunningham, Pocono Medical Center, represented the application.

H. Werkheiser reopened the hearing. Discussion followed.

J. Lastowski made a motion, seconded by B. DeYoung, to continue the Summit Health Campus hearing until 12/1/2016 at 6:00 p.m. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

H. Werkheiser closed the Summit Health Campus hearing until 12/1/2016 at 6:00 p.m.

SALDO ORDINANCE:

B. DeYoung made a motion, seconded by J. Lastowski, to authorize the Township Solicitor to advertise the Subdivision and Land Development (SALDO) ordinance for 11/21/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADJOURNMENT INTO EXECUTIVE SESSION: B. DeYoung made a motion, seconded by J. Lastowski, to adjourn the meeting into executive session to discuss personnel matters at 6:05 p.m. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

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POCONO TOWNSHIP BOARD OF COMMISSIONERS
WORK SESSION MEETING MINUTES
NOVEMBER 09th, 2016 8:00 A.M.

The Work Session meeting of the Pocono Township Commissioners was held on 11/09/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice-President Bob DeYoung at 8:00 a.m., followed by the Pledge of Allegiance.

ROLL CALL: Ellen Gndt, present; Bob DeYoung, present; Harold Werkheiser, absent; Jerry Lastowski, present; and Judi Coover, present.

Charles Vogt, Twp. Manager; and Pamela Finkbeiner, Township Secretary, were present.

PUBLIC COMMENT: None

BUSINESS OF MEETING:

Bills and Transfer:

J. Coover made a motion, seconded by J. Lastowski, to approve the 11/09/2016 Bill's list and Transfer. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

RESOLUTIONS:

Resolution 2016-49 - PJHS - Discussion. J. Coover made a motion, seconded by J. Lastowski, to adopt Resolution 2016-49 - PJHS. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADJOURNMENT - J. Coover made a motion, seconded by J. Lastowski, to adjourn the meeting into a work session to discuss the Budget at 8:25 a.m. Roll call vote: E. Gndt, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

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