

POCONO TOWNSHIP COMMISSIONERS  
COMBINED MEETING AGENDA

January 3, 2017

6:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements: An Executive Session was held on December 29, 2016 to discuss personnel matters.
- 4) 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)

- 5) Approval of Minutes:
  - a. Sewer Meeting of December 19, 2016
  - b. Regular Meeting of December 19, 2016
  - c. Worksession and Special Meeting of December 29, 2016
- 6) Approval of Bills and Transfers
  - a. Check listing dated January 3, 2017
  - b. Transfers list dated January 3, 2017
  - c. Check Ratification list dated January 3, 2017
- 7) Report of the President
- 8) Commissioners Comments

Bob DeYoung, Vice President

Jerry Lastowski, Commissioner

Judi Coover, Commissioner

Ellen Gnant, Commissioner

(7:00 PM) Hearing on Ordinance for Approval of Intermunicipal Transfer of Liquor License to Corona Deli.

- 9) Reports:
  - a. Administration – Manager’s Report
    - i. Reappointment of Alex Grum to Recreation Committee.

- ii. Reappointment of Robert Demarest and Marie Guidry to Planning Commission.
- b. Public Works Report
  - i. Extension of Consulting Agreement with Pocono Management Associates
  - ii. Roads
    - 1. New Truck delivered 12/23/16.
- c. Finance Committee
- d. Township Solicitor Report
  - i. Lamar/Rubin Zoning Hearing Board Sign Application
- e. Township Engineer Report
  - 1. Boucher & James Professional Services Agreement.
  - 2. Boucher & James Repair to Valve Station #2 Project Proposal.

10) Presentations:

- a. Presentation re Zoning Petition for “Light Manufacturing” Definition Change – Medical Marijuana.

11) Resolutions and Ordinances:

- a. Resolution 2017-1 2017 Meeting Dates and Mileage Reimbursement Resolution.
- b. Resolution 2017-2 Park and Recreation Board.

12) Public Comments.

Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

13) Executive Session (If Necessary)

14) Adjournment

POCONO TOWNSHIP BOARD OF COMMISSIONERS  
SEWER MEETING MINUTES  
DECEMBER 19<sup>th</sup>, 2016 6:00 P.M.

DRAFT

The Sewer meeting of the Pocono Township Commissioners was held on 12/19/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice President Bob DeYoung at 6:00 p.m., followed by the Pledge of Allegiance.

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

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

**PUBLIC COMMENT:** None

**MINUTES:**

E. Gnandt made a motion, seconded by J. Lastowski, to approve the minutes of the regular sewer meeting of 12/05/2016. Roll call vote: E. Gnandt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by E. Gnandt, to approve the minutes of the work session meeting of 12/15/2016. Roll call vote: E. Gnandt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**CURRENT BUSINESS:**

Chopper Pump for PS #2 Purchase - J. Lastowski made a motion, seconded by E. Gnandt, to purchase a Tsurumi Model 100C45.5 submersible Chopper Pump from Mid Atlantic Pump & Equipment Company as per their quote dated 12/08/2016. Discussion followed. J. Lastowski and E. Gnandt amended the motion to include "not to exceed \$10,000". Roll call vote: E. Gnandt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**UNFINISHED BUSINESS:**

Boucher & James Professional Services Agreement and Redesign Proposal. No action taken.

Sewer and Regular Meeting combination and time - J. Lastowski recommended the Board consider combining the sewer meeting with the regular meeting. Discussion followed. The Board concurred to move sewer matters under public works on the regular agenda and move the start time of the regular meeting to 6:00 p.m.

Ramona Shupp, Township resident, spoke in favor of the change of time.

**PUBLIC COMMENT:** None

ADJOURNMENT: J. Lastowski made a motion, seconded by B. DeYoung, to adjourn the meeting at 6:20 p.m., until 01/03/2016 at 6:00 p.m. Roll call vote: E. Gnandt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

\*A recording of the entire meeting will be kept on file at the Township for perpetuity and will be made available to anyone who may wish to obtain the verbatim meeting.

POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
DECEMBER 19<sup>th</sup>, 2016 7:00 P.M.

DRAFT

The Regular meeting of the Pocono Township Commissioners was held on 12/19/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice President Bob DeYoung at 7:00 p.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.

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

**ANNOUNCEMENTS:**

Executive Sessions were held on December 5<sup>th</sup>, 2016, December 8<sup>th</sup>, 2016, December 15<sup>th</sup>, 2016 and December 19<sup>th</sup>, 2016 to discuss personnel matters.

**PUBLIC COMMENT:** Joan Fabian, Financial Advisor, Edward Jones Investing, requested information concerning a solicitor's permit to go door-to-door to introduce Edward Jones Investing. Discussion followed. C. Vogt will set a meeting date with Ms. Fabian and Mike Tripus, Zoning Officer, to discuss the issue.

**MINUTES:**

J. Lastowski made a motion, seconded by J. Coover, to approve the minutes of the Conditional Use Hearing - Summit Health Campus - 12/01/2016. Roll call vote: E. Gndt, yes; R. DeYoung, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, to approve the minutes of the regular meeting of 12/05/2016 with correction of wordage to pg. 3 - Interview to Intervene. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Lastowski a motion, seconded by J. Coover, to approve the minutes of the work session meeting of 12/15/2016. Roll call vote: E. Gndt, yes; R. DeYoung, abstained; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**BILLS AND TRANSFERS:**

J. Lastowski made a motion, seconded by E. Gndt, to approve the Bill's list dated 12/19/2016. Discussion followed. J. Lastowski amended the motion, seconded by E. Gndt, to approve the Bill's list dated 12/19/2016 under the condition the Papco Invoice include the price difference as per the COG Bid and Koch 33 Ford Toyota include the CoStar's purchase order before payment is sent. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, no. Motion carried.

**BILLS AND TRANSFERS CONT:**

J. Lastowski made a motion, seconded by E. Gndt, to approve the invoice for the purchase of the 2017 Hunter Keystone Peterbilt, L.P., truck in the amount of \$91,650.00 and add the invoice to the 12/19/2016 Bill's list. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, no. Motion carried.

E. Gndt made a motion, seconded by J. Coover, to approve the Transfer list, including the invoice for the 2017 Hunter Keystone Peterbilt, L.P., Truck in the amount of \$91,650.00, dated 12/19/2016. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

E. Gndt made a motion, seconded by J. Coover, to approve the Transfers within the funds dated 12/19/2016. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

E. Gndt a motion, seconded by J. Lastowski, to approve the Check Ratification list dated 12/19/2016. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**REPORT OF THE PRESIDENT: Absent****COMMISSIONERS COMMENTS:**

Bob DeYoung, Vice-President, none.

Jerry Lastowski, Commissioner, none.

Judi Coover, Commissioner, thanked the Board for their work.

Ellen Gndt, Commissioner, commented on the CPR Class provided by St. Lukes.

**REPORTS:**

Pocono Township Police Chief Kent Werkheiser, gave his report.

Pocono Township Volunteer Fire Company, no report.

St. Luke's Ambulance, Rodney Wolfe, gave their report.

Diane Zweifel, Twp. resident, commented on the emergency procedures.

**ADMINISTRATION:**

2017 Budget Changes - C. Vogt reviewed the budget changes.

Extension of Pocono Management Associates contract to include Public Works. Discussion followed. J. Lastowski made a motion, seconded by E. Gndt to extend Pocono Management Associates Contract - Discussion followed. J. Lastowski and E. Gndt withdrew their motion.

**PUBLIC WORKS REPORT: None**

**FINANCE COMMITTEE:** E. Gndt made a motion, seconded by J. Lastowski, to move 1 million from the General Fund into a 12 month CD at ESSA Bank, and move 1 million from the Capital Fund into a 12 month PLGIT account when funds become available. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**TOWNSHIP SOLICITOR REPORT:**

Summit Health Conditional Use Regional Impact Development Decision - L. DeVito explained. J. Lastowski made a motion, seconded by E. Gndt, to approve the conditions of the Summit Health Conditional Use Regional Impact Development Decision - Discussion followed. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Lamar/Rubin Zoning Hearing Board Sign Application - Discussion only.

Stock Zoning Appeal - Discussion only.

**TOWNSHIP ENGINEER REPORT: None.**

**PRESENTATION: None.**

**RESOLUTION AND ORDINANCES:**

Resolution 2016-XX Granting Conditional Approval of the Margaret & Christopher Kinsley Minor Subdivision - Discussion followed. No action taken.

Resolution 2016-50 - approving Supplemental Appropriations to the 2016 Budget - E. Gndt made a motion, seconded by J. Lastowski, to adopt Resolution 2016-50 - approving Supplemental Appropriations to the 2016 Budget. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-51 2017 Budget - J. Coover made a motion, seconded by J. Lastowski, adopting Resolution 2016-51 2017 Budget. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

**PUBLIC COMMENT:**

Maxine Turbolski, Twp. resident, questioned the Brookdale Treatment Center. Discussion followed.

Maxine Turbolski questioned the vacant road master position. Discussion followed.

**EXECUTIVE SESSION: None**

ADJOURNMENT: J. Lastowski made a motion, seconded by J. Coover, to adjourn the meeting at 8:40 p.m., until 01/03/2016 at 7:00 p.m. Roll call vote: E. Gndt, yes; R. DeYoung, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

\*A recording of the entire meeting will be kept on file at the Township for perpetuity and will be made available to anyone who may wish to obtain the verbatim meeting.

POCONO TOWNSHIP BOARD OF COMMISSIONERS  
WORK SESSION MINUTES

DATE: December 29, 2016

TIME: 9:00am

PLACE: Township Building

PRESIDING COMMISSIONER: Bob DeYoung, Vice President

ROLL CALL: Ellen Gnanadt, Absent  
Bob DeYoung, Present  
Harold Werkheiser, Absent  
Jerry Lastowski, Present  
Judi Coover, Present  
Charlie Vogt, Manager, Present

NO CITIZENS APPEARED OFFICIALLY AND TESTIFIED.

Motion by Judi Coover, Seconded by Gerald Lastowski to approved payment from the General Fund and Sewer Operating Fund of bills and related transfers on Pocono Township Check Listing dated December 29, 2016 and not approve the payment from the Capital Reserve Fund for the hydraulics for the 2017 Peterbilt Truck until the minutes approving the purchase can be reviewed. Judi Coover - Yes; Gerald Lastowski - Yes; Robert DeYoung - Yes. Motion Carried.

NO OTHER OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN.

Executive Session to discuss personnel matters was held.

THE WORK SESSION WAS ADJOURNED AT: 12:47pm

POCONO TOWNSHIP CHECK LISTING  
JANUARY 3, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
12/28/2016	55273	BIU of PA, Inc.	SEOZO Services	2,517.50
12/28/2016	55274	Boucher & James, Inc.	Engineering	1,673.66
12/28/2016	55275	Cargill Incorporated	Salt	9,542.08
12/28/2016	55276	Cramer's Home Building Center	Post	8.83
12/28/2016	55277	D.G. Nicholas Co.	Part	46.40
12/28/2016	55278	Friedman Electric	Light Bulbs	108.00
12/28/2016	55279	Hanson Aggregates Pennsylvania LLC	Anti-Skid	1,810.88
12/28/2016	55280	HUNTER KEYSTONE PETERBILT	Truck repair	7,457.47
12/28/2016	55281	J & B Auto	Police Vehicle repairs	638.52
12/28/2016	55282	J.P. Mascaro & Sons	Township garbage	236.14
12/28/2016	55283	McCann Associates	Written & Oral Testing Police Candidates	9,389.38
12/28/2016	55284	Otto, Carol	Cleaning	550.00
12/28/2016	55285	PA Chiefs of Police Association	Physical Performance Testing - Police officer candidat	2,600.00
12/28/2016	55286	Pennsylvania Chiefs of Police Association	Dues	175.00
12/28/2016	55287	Pitney Bowes	Postage Meter	117.00
12/28/2016	55288	PMHIC	2017 - January Health Insurance	59,994.55
12/28/2016	55289	Portland Contractors, Inc.	Level 2 Water Assessment - Mt. View	288.00
12/28/2016	55290	PSATS	COL Dues	125.00
12/28/2016	55291	Recyle Logistics and Transport LLC	Tire Recycling	129.00
12/28/2016	55292	Sparkle Car Wash	Car washes - December	30.00
12/28/2016	55293	Staples Advantage	Office Supplies - Police	154.73
12/28/2016	55294	Stiff Oil Company	Office supplies/Park	344.72
12/28/2016	55295	Stout's Mower Service	Heating oil	1,827.41
12/28/2016	55296	Stroudsburg Electric Motor Service	Mower blades	64.35
12/28/2016	55297	Sundance Networks, Inc.	Booster - Pressure washer	735.00
12/28/2016	55298	UNIFIRST Corporation	IT Service	226.00
12/28/2016	55299	Weitzmann, Weitzmann & Huffman, LLC	Carpet/Uniforms	622.47
12/28/2016	55300		ZHB Hearings	1,702.00
			TOTAL General Fund	<u>\$103,127.09</u>
Sewer Operating Fund				
12/28/2016	1731	Emergency Systems Service Co.	2017 contract	4,190.00
12/28/2016	1732	Pocono Management Associates LLC	Patrick Breigel	3,107.34
12/28/2016	1733	J P Mascaro & Sons	Garbage pick up	90.00
12/28/2016	1734	Boucher & James, Inc.	Engineering	2,609.33
12/28/2016	1735	T & M ASSOCIATES	pump station and hook ups	1,123.50
			TOTAL Sewer Operating Fund	<u>\$11,120.17</u>
Sewer Construction Fund				
12/28/2016	196	Boucher & James	Engineering	8,933.00
12/28/2016	197	T&M Associates	Engineering	3,030.30
			TOTAL Sewer Construction Fund	<u>\$11,963.30</u>
Capital Reserve Fund				
12/28/2016	166	EIM Kutz, Inc	Hydraulics for truck	60,373.00
			TOTAL Capital Reserve Fund	<u>\$60,373.00</u>
ESSA				
TOTAL General Fund			Transferred by:	
TOTAL Sewer Construction Fund				
TOTAL ESSA Transfer				
Wayne Bank			Authorized by:	
TOTAL Sewer Operating Fund				

**POCONO TOWNSHIP CHECK LISTING**  
**JANUARY 3, 2017**



**POCONO TOWNSHIP CHECK LISTING**  
**RATIFY LIST**  
**JANUARY 3, 2017**

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	12/16/2016	55265	Verizon	Township phones	60.80
	12/16/2016	55266	Verizon	Township phones	574.28
				<b>TOTAL General Fund</b>	<b>\$ 635.08</b>

ESSA  
**TOTAL General Fund**

\$635.08 Transferred by:

\_\_\_\_\_

Authorized by:

\_\_\_\_\_

## RESOLUTION NO. 2017-01

### 2017 MEETING SCHEDULES and MILEAGE REIMBURSEMENTS

#### 2017 MEETING SCHEDULE

##### **Board of Commissioners – 2017 Regular Business Meetings:**

The Pocono Township Board of Commissioners will meet the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 6:00 p.m., except holidays (when the meeting shall be moved to Tuesday or Wednesday), and unless otherwise advertised. Dates for meetings: January 3<sup>rd</sup>, January 17<sup>th</sup>, February 6<sup>th</sup>, February 21<sup>st</sup>, March 6<sup>th</sup>, March 20<sup>th</sup>, April 3<sup>rd</sup>, April 17<sup>th</sup>, May 1<sup>st</sup>, May 15<sup>th</sup>, June 5<sup>th</sup>, June 19<sup>th</sup>, July 3<sup>rd</sup>, July 17<sup>th</sup>, August 7<sup>th</sup>, August 21<sup>st</sup>, September 5<sup>th</sup>, September 18<sup>th</sup>, October 2<sup>nd</sup>, October 16<sup>th</sup>, November 6<sup>th</sup>, November 20<sup>th</sup>, December 4<sup>th</sup>, December 18<sup>th</sup>, 2017.

**Work Session Meetings:** Thursday before Regular Business Meetings at 9:00am, except holidays, and unless otherwise advertised. Dates for meetings: January 12<sup>th</sup>, February 2<sup>nd</sup>, February 16<sup>th</sup>, March 2<sup>nd</sup>, March 16<sup>th</sup>, March 30<sup>th</sup>, April 13<sup>th</sup>, April 27<sup>th</sup>, May 11<sup>th</sup>, June 1<sup>st</sup>, June 15<sup>th</sup>, June 29<sup>th</sup>, July 13<sup>th</sup>, August 3<sup>rd</sup>, August 17<sup>th</sup>, August 31<sup>st</sup>, September 14<sup>th</sup>, September 28<sup>th</sup>, October 12<sup>th</sup>, November 2<sup>nd</sup>, November 16<sup>th</sup>, November 30<sup>th</sup>, December 14<sup>th</sup>, December 28, 2017.

##### **Planning Commission – Regular Meetings:**

The Pocono Township Planning Commission will meet the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 7:00 p.m., except holidays (when the meeting shall be moved to Tuesday or Wednesday), and unless otherwise advertised. Dates for meetings: January 9<sup>th</sup>, January 23<sup>rd</sup>, February 13<sup>th</sup>, February 27<sup>th</sup>, March 13<sup>th</sup>, March 27<sup>th</sup>, April 10<sup>th</sup>, April 24<sup>th</sup>, May 8<sup>th</sup>, May 22<sup>nd</sup>, June 12<sup>th</sup>, June 26<sup>th</sup>, July 10<sup>th</sup>, July 24<sup>th</sup>, August 14<sup>th</sup>, August 28<sup>th</sup>, September 11<sup>th</sup>, September 25<sup>th</sup>, October 10<sup>th</sup>, October 23<sup>rd</sup>, November 13<sup>th</sup>, November 28<sup>th</sup>, December 11<sup>th</sup>, December 27<sup>th</sup>, 2017.

**Except as otherwise advertised or posted on or before the day of the meeting, all meetings are held at the Pocono Township Municipal Building, 112 Township Drive, Tannersville, PA 18372**

##### **Mileage Reimbursement Rate for 2017**

The Mileage Reimbursement Rate for 2017 shall be the current IRS rate at the time of reimbursement. The IRS rate established beginning 01/01/2017 is 53.5 cents per mile for miles driven on township business.

Be it resolved that the aforementioned shall be in effect this 3<sup>rd</sup> day of January, 2017 until amended or repealed by the Pocono Township Board of Commissioners.

**BOARD OF COMMISSIONERS OF  
POCONO TOWNSHIP**

(TOWNSHIP SEAL)

\_\_\_\_\_  
Harold Werkheiser, Chairman

ATTEST:

\_\_\_\_\_  
Name