

**POCONO TOWNSHIP SUPERVISORS
REGULAR MEETING
May 6, 2013**

MINUTES

Chairman Frank Hess opened the meeting at 7:01 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Frank Hess, Chairman; Harold Werkheiser, Supervisor; Henry Bengel, Vice Chairman; Frank Froio, Township Administrator; Jeffrey Durney, Township Solicitor

ANNOUNCEMENTS/CALENDAR:

Planning Commission Meeting on May 13, 2013 at 7:00 p.m.

Park Board meets on May 8, 2013 at 7:30 a.m.

Board of Supervisors Meeting on May 20, 2013 at 7:00 p.m.

PUBLIC COMMENT:

None.

ENGINEER'S REPORT:

None.

SOLICITOR'S REPORT:

Tracy DeHaven – Announcement Concerning Conditional Use Hearing. J. Durney advised that the previously scheduled conditional use hearing was canceled pending a possible application by Mr. DeHaven to the Zoning Hearing Board.

Pocono Alliance – Consideration of Plan Revision to Crossing Abilities Playground. J. Durney advised that the Crossing Abilities Playground project had been approved by the Board at its November 19, 2012 meeting. Representatives from Pocono Alliance were present to propose minor revisions to the plan. Michael Tukeva, Executive Director of Pocono Alliance, provided an overview of the proposed revisions to the plan. F. Hess expressed his thanks to all of those involved in the Crossing Abilities project. H. Bengel made a motion, seconded by H. Werkheiser, to approve the plan revision to the Crossing Abilities Playground. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

J. Cilurso asked about the nature of the equipment to be installed. Ken Van Camp, head of the design committee, provided a description of the equipment and the design of the playground.

Neil Gallagher advised that bricks were being sold for purposes of constructing a memorial wall as part of the playground. The bricks are a means to further allow the community to participate in the project by way of making donations in honor or memory of others.

Recognition was given to Vincent and Charlie Trapasso for their donation to renovate the bathrooms to make them ADA compliant and to Bob Felins, Joe Amantea and Pennoni Associates for their commitment to dedicate their professional services.

There was a discussion about the parking and handicapped parking spaces. James Illigash, project engineer, described the project and the design plans.

M. Tukeva advised that the total budget for the project was \$400,000 and \$350,000 has already been raised. The hope is that the project will be complete by early July.

Pocono Alliance – Release Letter. J. Durney advised that Pocono Alliance had requested a letter from the Township indicating that once the Crossing Abilities playground was installed, the Township would release Pocono Alliance from any future liabilities including maintenance. H. Werkheiser asked about a fund to be established for maintenance as previously offered by Pocono Alliance. H. Werkheiser stated that in Pocono Alliance’s presentation of the project, it was indicated that there would be no cost to the Township. M. Tukeva advised that there are warranties with the equipment. It was further stated that an escrow fund could be established. Don Simpson raised questions concerning the maintenance of the floor on which the equipment will be placed, which would need to be resurfaced every 3-5 years. There was further discussion concerning the establishment of an escrow fund that would be used for future, non-routine maintenance of the playground. There was further discussion concerning the maintenance of the equipment. Bill Forte suggested that the Township contact the school district and Vo-Tech, which might be willing to make the Crossing Abilities a service project for its students. Vincent Trapasso suggested that the Boy Scouts and other local businesses may also be willing to assist in maintaining the playground. Trip Ruvane from Barley Creek advised that he would be willing to assist in fundraising efforts for the project. J. Cilurso advised that the regional park was also proposing a similar type project. There was further discussion concerning the nature of the escrow and that it would not be for routine, day-to-day maintenance, which would be taken care of by the Township’s employees in the ordinary course of their work at the park, but rather in the nature of a capital reserve for non-routine maintenance expenses such as resurfacing the flooring. H. Bengel made a motion, seconded by F. Hess, to approve the release letter subject to the establishment of an escrow account for future, non-routine maintenance. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

H. Werkheiser asked J. Durney whether he had prepared a job description for F. Froio’s position. J. Durney advised that he had not done so, as he had not received direction from the Board to do so.

ADMINISTRATOR’S REPORT:

Lime Energy – Preventative Maintenance Service Contract. F. Froio advised that Lime Energy had submitted its renewal contract with respect to the HVAC maintenance services provided to the Township. F. Froio advised that the price for the contract (\$2,632.68) was the same as last year. The term of the contract is from May 1, 2013 through April 30, 2014. H. Bengel made a motion, seconded by H. Werkheiser, to approve the Preventative Maintenance Service Contract with Lime Energy. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

Horizon Milling – Notification of Public Comment Period. F. Froio advised that the Township received a notice from Horizon Milling regarding a Plan Approval application filed with the Pennsylvania Department of Environmental Protection. The application involves two new emission sources. F. Froio advised that no action was necessary, but the Supervisors or residents could provide a comment to DEP during the 30-day comment period. No action was taken.

Pocono Township Park Employees – Consideration of Wage Increase. F. Froio advised that the Park Board recommended a 40 cents per hour wage increase for all Park employees. H. Werkheiser made a motion, seconded by H. Bengel, to approve the 40 cents per hour wage increase for Park employees. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

2013 Financial Update – Actual vs. Budget Comparison Through April. F. Froio advised that the Township’s revenues were slightly greater than expected, while the expenses have been in line with the budget. The Board agreed by consensus to post the updated financials on the Township’s website.

PAYMENT OF BILLS:

H. Bengel made a motion, seconded by H. Werkheiser, to approve payment of the semi-monthly bills on the Bill Payment List dated May 6, 2013 (GENERAL FUND: \$65,469.85; PARK FUND: \$2,775.54; DEBT SERVICE: \$8,164.24). Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

APPROVAL OF MINUTES:

H. Bengel made a motion, seconded by H. Werkheiser, to approve the minutes of the April 15, 2013 Board of Supervisors Meeting. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

OLD BUSINESS:

F. Hess advised that a number of applications had been received for the Director of Public Works position. H. Bengel made a motion, seconded by H. Werkheiser, to stop accepting any further applications for the Director of Public Works position as of the close of business on May 10, 2013. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.

NEW BUSINESS:

None.

PUBLIC COMMENT:

Jane Cilurso asked whether a resume had been obtained from F. Froio. F. Hess advised that he would take the issue under advisement.

J. Cilurso asked who was hosting the Township's website. F. Froio advised that it was being hosted by Netfirms.

Kevin Keene expressed his concern that the results and remnants of the recent logging activities at the property located along Route 611 and near the Woodlands development where he resides may present a possible fire hazard particularly if there is a dry spring/summer season. F. Hess advised that he would further investigate the issue.

EXECUTIVE SESSION:

The Board adjourned to executive session at 7:53 p.m. to discuss personnel matters.

The meeting was reconvened at 8:23 p.m. F. Hess announced that the Board had agreed upon a timetable for the interviewing and hiring of a new Director of Public Works. Applications for the position must be received by the close of business on May 10th. The procedures for the interview process will be discussed prior to the Board's May 20th meeting. It is anticipated that interviews will occur during the weeks of May 20th and May 27th with the goal of hiring a new Director at the Board's meeting on June 3rd. In the interim, the Supervisors will oversee the Public Works Department.

Monica Gerrity asked whether the procedures for the job interviews had been established. F. Hess advised that the procedures would be discussed in an executive session to be scheduled prior to the Board's May 20, 2013 meeting.

J. Cilurso asked about the Director of Public Works position. F. Hess advised that the three supervisors would handle the oversight of the department pending the hiring of a new Director. H. Bengel stated that he will not receive any compensation for his services other than his regular Supervisor pay.

ADJOURNMENT:

H. Bengel made a motion, seconded by H. Werkheiser, to adjourn at 8:28 p.m., until May 20, 2013 at 7:00 p.m. at the Pocono Township Municipal Building. Roll call vote: H. Bengel, yes; H. Werkheiser, yes; F. Hess, yes. Motion carried.