

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING**

**MARCH 21<sup>st</sup>, 2016 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on 03/21/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Commissioner Jerry Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Tom Felver, absent; Harold Werkheiser, by phone; Jerry Lastowski, present; Robert DeYoung, present; and Judi Coover, present.

Leo V. DeVito, Broughal & DeVito LLP, Solicitor, Gregg Schuster, Twp. Manager; Regina Zuvich, Treasurer; and Pamela Finkbeiner, Twp. Secretary; were present.

**ANNOUNCEMENTS:**

Spring Cleanup will be 05/05, 05/06, and 05/07.

An executive session was held on 03/18/2016 at 4:00 p.m. to discuss a personnel issue.

**APPROVAL OF MINUTES:**

J. Coover made a motion, seconded by B. DeYoung, to approve the minutes of the 03/07/2016 regular meeting. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

J. Coover made a motion, seconded by B. DeYoung, to approve the minutes of the 03/16/2016 special meeting. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

**APPROVAL OF BILLS AND TRANSFERS:**

J. Lastowski made a motion to approve the Bill's list of 03/21/2016, failed for lack of second.

J. Coover made a motion, seconded by B. DeYoung, to approve the Bill's list of 03/21/2016, excepting invoices from T&M Associates and Broughal & DeVito until the invoices can be reviewed. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

J. Coover questioned the PPL Invoice and breakdown. Jeffry Clapper, Public Works Director noted PPL has been contacted to review the energy costs for the Township buildings.

**AMENDMENTS TO AGENDA: None**

**PUBLIC COMMENT:**

Ellen Gndt, Twp. resident, requested a Balance sheet and profit & loss statements for all funds be included in future Treasurer's reports.

Diane Zweifel, Twp. resident, questions concerning the Treasurer's report.

**REPORT OF THE PRESIDENT: Absent**

**COMMISSIONERS COMMENTS:**

Vice-President Harold Werkheiser, no comment.

Commissioner Judi Coover, requested the Township join PML (Pennsylvania Municipal League, and PSATC (Pennsylvania State Association of Township Commissioners. Discussion followed.

J. Coover made a motion, seconded by B. DeYoung, to become members of PML and PSATC for 2016 - PML - no cost first year, and PSATC for \$3,188.55 per year. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

By-Laws - J. Coover requested the by-law amendments be tabled until a workshop is scheduled to discuss changes. J. Coover made a motion, seconded by J. Lastowski, to table the by-laws, authorize a special workshop meeting on Tuesday 03/29/2016 at 5:00 p.m. and authorize the Twp. Secretary to advertise the same. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Commissioner Jerry Lastowski, none.

Bob DeYoung, Commissioner, none.

**REPORTS:**

Emergency Services -

**Pocono Township Police** Chief Kent Werkheiser spoke concerning the Narcan program for opioid overdoses. Nick DeWitt, Suburban Ambulance, explained they offer a 30 minute training session for Police Officers to identify overdoses and the use Narcan. Discussion followed. Suburban will offer the first round of Narcan free, additional kits average \$59.00 each. Jeffery Roach, PMC, stated they have treated 100 cases of heroin overdoses since January of this year. Discussion followed.

**Pocono Township Volunteer Fire** Company Chief Mike Shay absent

**Suburan EMS** - Nick DeWitt, reviewed their January report. Discussion followed. J. Coover questioned if they have considered districts within the Township. A plan for North and South coverage will be presented to the board next month.

Administration -

Manager Gregg Schuster gave his report.

A) 2016 Vehicle Purchases -

Recommended vehicle purchases:

1. Single Axel Dump Truck - \$90,292.00 with upfitting for a total cost of \$144,112 - Existing 1997 Single Axel Dump Truck to be auctioned.
2. 2016 F-250 Ford Pickup including 9' plow - \$32,249.00
3. Kubota Tractor - Park to replace current tractor. Estimated \$15,035. Existing tractor to be auctioned.
4. Police Cruiser - Estimated at \$47,000 - Existing Police sedan to be transferred to Public Works.

J. Coover noted the vehicle purchases was part of the Capital Improvement Plan. Jeffery Clapper explained the Public Works needs for vehicles.

**VEHICLE PURCHASES CONT:**

Discussion followed on new versus used vehicles, use of smaller vehicles, body type, restoration efforts of existing truck bodies, etc.

Scott Gilliland, Twp. resident, commented on used versus new vehicle purchase.

Brad Wise, Twp. resident, commented on the current state of Public Works vehicles and the CIP committee's recommendations.

J. Coover requested a listing of the police vehicle fleet and time to review the DCED recommendations. H. Werkheiser requested additional time to decide the Dump truck purchase. The Board requested additional time to review the police vehicle and Dump truck purchase.

J. Coover made a motion, seconded by J. Lastowski, recommend the purchase of 1) The Kubota Tractor estimated at \$15,035, conditioned upon the existing Tractor to be sold; and 2) 2016 F-250 Ford Pickup including 9' plow. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

B) Facility Evaluation Proposal - G. Schuster explained the Capital Improvement Committee recommended the Facility Evaluation. J. Clapper noted he contacted three companies and D'Huy Engineering, Inc. (DEI) was the lowest. He stated the proposal is for the Maintenance, Police and Township buildings are the base bid with additional buildings - Park & Fire Company.

J. Lastowski will contact the Fire Station concerning the additional buildings. J. Clapper will provide the board with additional information on the deliverables.

J. Lastowski made a motion, seconded by J. Coover, to accept the D'Huy Engineering, Inc. (DEI) proposal for preparing a long-term capital improvement plan for the Municipal Complex at a cost of \$13,200 and \$200.00 voting (Mt. View) office; and amend to include the Pocono Township Fire Company at a price of the \$750.00 - Fire Station and \$750.00 - Pole barn. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Meeting Room Phones and PA System - G. Schuster explained he contacted Dan Leddy of Leddy Communications for a new phone and PA System and he recommended replacing the amp and microphones for the meeting room. J. Coover requested additional quotes. No action taken.

Solicitor Leo DeVito -

- 1) ZHB - Pocono Logistics - L. DeVito noted Rick Fisher, Twp. Zoning Officer has cited Pocono Logistics and he requested board approval to represent the Township at the hearing. J. Lastowski made a motion, seconded by B. DeYoung, to authorize the Solicitor to represent the Township at the Pocono Logistics Zoning Hearing Board. H. Werkheiser questioned why the Township would need representation. Discussion followed. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

2) PJJWA Acquisition - L. DeVito explained the history of PJJWA and the current Acquisition of the water company by BCRA. PJJWA would be dissolved and the monies disburse between the Townships. Ken Brown, BCRA General Manager, gave a status report on the acquisition. J. Coover made a motion, seconded by J. Lastowski, to take the necessary steps to finalize the agreement and authorize the Solicitor to draft the Ordinance and advertise the same. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Treasurer Gina Zuvich gave her report for February and noted EIT is up this year and Real Estate Taxes are just starting to come in in March. She explained the transfer to Sewer Construction for the hump repair. J. Clapper noted the repair is on schedule.

**PRESENTATIONS:**

Vacancy Board - No action taken.

**ORDINANCE**

BCRA Water Service Area to Monroe County Technical Institute (MCTI) - J. Coover made a motion, seconded by J. Lastowski to authorize the Solicitor to advertise the BCRA Water Service Area to MCTI. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

**RESOLUTIONS:**

Resolution 2016-15 - approving the Civil Service Commission Rules - J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-15 amending the Civil Service Commission Rules. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Declaration of vacancy for two (2) corporal vacancies in the Pocono Township Police Force and authorizing the position to be filled. - Discussion followed concerning the recommendation of the DCED report. No action taken.

Resolution 2016-16 - MOU with NCC for recreation services - Discussion followed on responsibility of venue costs. J. Coover made a motion, seconded by B. DeYoung, to adopt Resolution 2016-16 MOU with NCC for recreation services. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Resolution 2016-17 LSA Grant Stadden Road Audit - J. Coover made a motion, seconded by B. DeYoung, to adopt Resolution 2016-17 appointing Julian Kirk as Auditor for the LSA Stadden Road Grant for a sum not to exceed \$1,800. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

**RESOLUTIONS CONT:**

Resolution 2016-18 - Bank Signatories - J. Lastowski made a motion, seconded by J. Coover, to adopt Resolution 2016-18 changing the Bank Signatories. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

**PUBLIC COMMENT:**

Brad Wise, Twp. resident, questioned the sewer committee and evaluation of Pump Station #1 and #2. Discussion followed. The Board concurred to hold a special workshop to discuss the sewer system. J. Clapper will contact T&M for their availability.

**ADJOURNMENT INTO EXECUTIVE SESSION**

J. Lastowski a motion, seconded by J. Coover, to adjourn the meeting at 8:40 p.m. into executive session to discuss a Police employment issue, until 04/4/2016 at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: J. Coover, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Lastowski, yes. Motion carried.

Respectfully submitted  
Pamela Finkbeiner  
Township Secretary