

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING

MAY 2nd, 2016 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 05/02/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Tom Felver at 7:00 p.m., followed by the Pledge of Allegiance.

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

Leo V. DeVito, Broughal & DeVito LLP, Solicitor, Russell Benner, T&M Associates, Engineer; Gregg Schuster, Manager; Regina Zuvich, Township Treasurer; and Pamela Finkbeiner, Twp. Secretary; were present.

ANNOUNCEMENTS:

An executive session was held on 04/25/2016 to discuss contract negotiations

An executive session was held on 04/26/2016 to discuss personnel

An executive session was held on 05/2/2016 to discuss personnel

APPROVAL OF MINUTES:

B. DeYoung made a motion, seconded by J. Lastowski, to approve the regular meeting minutes of 04/18/2016. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

SUPPLEMENTAL APPROPRIATIONS:

J. Coover made a motion, seconded by B. DeYoung, to approve the May Supplemental Appropriations. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

BILLS AND TRANSFERS:

B. DeYoung a motion, seconded by J. Lastowski, to approve all the invoices in the Bill's list of 04/04/2016. J. Lastowski questioned the Sweeper repair. J. Clapper noted it is a shared cost with Hamilton Twp. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

PUBLIC COMMENT: None

REPORTS:

Tom Felver, President, congratulated the Bicentennial Committee for the successful Ground breaking Ceremony.

Harold Werkheiser, Vice-President, no comment.

Judi Coover, Commissioner, thanked the Bicentennial Committee for their hard work. She explained the Board should consider funding the Bicentennial events. Charlie Trapasso, President of the Bicentennial Committee spoke on the need for funding the ribbon cutting ceremony, mailings, etc. Jennifer Fisher explained the mailer and the costs.

JUDI COOVER CONT:

Discussion followed. C. Trapasso introduced Carl Wilgus, Pocono Mountain Visitor's Bureau who explained a matching grant for non-profit groups. J. Coover made a motion, seconded by J. Lastowski, to appropriate \$7,500.00 from the general fund - park restricted, to the Bicentennial Committee for Bicentennial Committee activities, only. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

L. DeVito, Solicitor, noted the access and hold harmless indemnification agreement between Pocono Heritage Foundation, Inc. and Pocono Township has been drafted and sent to the Foundation.

Bob DeYoung, Commissioner, thanked the Bicentennial Committee for the groundbreaking.

Jerry Lastowski, Commissioner, acknowledge the Bicentennial Committee's work.

REPORTS:**EMERGENCY SERVICES:**

Retirement of Falko - Police Dog - Pocono Township Police Chief Kent Werkheiser explained Falko the Police Department Dog has been retired. Falko will remain with his handler Officer Christopher Staples.

ADMINISTRATION:

Gregg Schuster, Manager, gave his report.

Temporary Zoning Officer - J. Coover made a motion, seconded by B. DeYoung, to appoint BIU's Michael Tripus as Temporary Zoning Officer at a rate of \$40.00 per hour, less than 29 hours per week, and with the agreement the Zoning Officer will report bi-monthly to the Board of Commissioners. T. Felver questioned the conflict between the Interim Manager and the Zoning Officer and why the other candidate was not chosen. Discussion followed. J. Coover noted the other candidate would be employed by the Township at a rate of \$35.00. Discussion followed the board concurred to hold a special meeting to discuss the position. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, no; J. Lastowski, yes; and J. Coover, yes. Motion carried.

J. Coover made a motion, seconded by J. Lastowski, to hold a public workshop to discuss the zoning officer position, 05/09/2016 at 5:00 p.m. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Administrative Assistant Position - J. Coover made a motion, seconded by B. DeYoung to authorize the Interim Manager to advertise the Administrative Assistant Position for a rate of no more than \$15.00 per hour, 16 hours per week. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADMINISTRATION CONT:Special Meeting - SALDO - Signage -

J. Coover made a motion, seconded by H. Werkheiser, to advertise a special meeting on 05/05/2016 at 3:00 p.m., for a discussion on the proposed SALDO and Sign Ordinances. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Russel Benner, Engineer,

- a) Northridge at Camelback Escrow Release - T&M recommended approval of Bond Release #17 in the amount of \$93,936.93, & Bond Release #18 in the amount of \$43,520.00, in their letters dated 04/28/2016.

J. Coover made a motion, seconded by T. Felver to approve Northridge at Camelback Bond Release #17 in the amount of \$93,936.93 and Bond Release #18 in the amount of \$43,520.00. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Leo DeVito, Solicitor,

- 1) Heritage Center Access Agreement - No action
- 2) 151 Terrace Drive (Short Term Rental)- L. DeVito noted the owner has been cited and a hearing has been set before District Justice Thomas Olsen.
- 3) Proposal Attorney Blissman - L. DeVito explained the proposal is for services for arbitration. T. Felver made a motion, seconded by J. Lastowski, to approve the Eckert Seamans engagement letter and authorize the interim Manager to execute the same. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Regina Zuvich, Township Treasurer, gave the March report. She noted the 2015 audit is in progress. T. Felver recommended the Finance Committee to meet to discuss the audit requirements.

T. Felver questions the status of the condemnation of the property of Pocono Manor. L. DeVito noted the complaint has been prepared but needs Board approval to proceed. No action taken.

PRESENTATIONS:

- 4) Right To Know Officer - T. Felver made a motion, seconded by H. Werkheiser, to appoint J. Coover as Right-to-Know Officer starting 05/09/2016. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Resolution 2016-27- Schlier Conditional Preliminary/Final LDP - J. Schlier represented the plan.

J. Coover made a motion, seconded by J. Lastowski, to adopt Resolution 2016-27 - Schlier Conditional Preliminary/Final LDP . Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ORDINANCE:

Sanofi Rezoning - T. Felver made a motion, seconded by B. DeYoung, to send the Sanofi Rezoning Request to the Monroe County Planning Commission and Pocono Planning Commission for recommendation. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

RESOLUTIONS:

Resolution 2016-28 Bank Signatories - J. Lastowski made a motion, seconded by B. DeYoung, to adopt Resolution 2016-28 - Bank Signatories - T. Felver questioned the need for Pam Finkbeiner as signatory since there the Treasurer is currently a signatory. J. Lastowski withdrew his motion.

J. Coover made a motion, seconded by T. Felver, to adopt Resolution 2016-28 amended to remove Pamela Finkbeiner as signatory. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Ellen Gndt, Twp. Resident, questioned the bonding for the Interim Manager.

Resolution 2016-XX establishing the compensation of the Interim Township Manager - Discussion followed. No action taken.

ADJOURNMENT:

B. DeYoung made a motion, seconded by J. Coover, to adjourn the meeting at 9:45 p.m. until 05/16/2016 at the Pocono Township Municipal Building. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; T. Felver, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Respectfully Submitted

Pamela Finkbeiner
Interim Manager/Twp. Secretary