

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING**

JULY 20th, 2015 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on 07/20/2015 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Richard Wielebinski at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL: Rich Wielebinski, present; Jerry Lastowski, present; Tom Felver, present; Peter Nish, present; and Brad Wise, present.

Leo V. DeVito, Broughal & DeVito LLP, Twp. Solicitor; Tim Edinger, T&M Associates, Twp. Engineer; Gregg Schuster, Twp. Manager; Gina Zuvich, Twp. Treasurer; and Pamela Finkbeiner, Twp. Secretary, were present.

ANNOUNCEMENTS:

- An executive session was held prior to the meeting to discuss potential sewer litigation.
- A Special meeting will be held 08/03/2015 at 5:30 p.m. to discuss the proposed sign ordinance.

MINUTES:

T. Felver made a motion, seconded by P. Nish, to approve the Commissioners regular meeting minutes of 07/06/2015. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

B. Wise made a motion, seconded by R. Wielebinski, to approve the Commissioners Special meeting minutes of 07/09/2015. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

BILLS AND TRANSFERS:

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Check Listing, dated July 20, 2015. J. Lastowski questioned the police vehicle repairs. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

AMENDMENTS TO AGENDA:

- 1) Auditor report moved to after the Commissioner's comments.
- 2) Under Manager's report #5 - Central Pocono Ambulance discussion

PUBLIC COMMENT: Randy Peechatka, Twp. resident, questioned the status of NJ Boom. G. Schuster noted the Township is continuing to review the problem.

REPORT OF THE PRESIDENT: R. Wielebinski noted he went with Jeff Clapper, Public Works Director, and G. Schuster, to tour areas with drainage issues on Township roadways.

COMMISSIONERS COMMENTS:

Jerry Lastowski, Vice President, commented on:

- 1) The lack of promotion of the NCC recreation program at Mt. View Park. He suggested more advertising next year to promote the NCC program.
- 2) Mt. View park board is working on a software program to rent pavilions online.
- 3) Policy on replacement of private road signs. L. DeVito noted it is the responsibility of the residents for private roadways signs. J. Lastowski suggested revisiting the policy.

Tom Felver, Commissioner, no comment.

Peter Nish, Commissioner, no comment.

Brad Wise, Commissioner, no comment.

2014 Audit Report - Julian Kirk, CPA, reviewed the Township's 2014 audit report. T. Felver made a motion, seconded by R. Wielebinski, to accept the 2014 Audit Report. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Emergency Services

Pocono Township Police Chief Kent Werkheiser reported on the activities of the Police Department. He noted an increase in incidents, including 24 accidents, 30 criminal investigations, and 41 arrests for June. T. Felver requested the Pocono Township Police Department consider hosting a "National Night Out". Discussion followed as to a date to host Community Day with the Police and Fire Company. T. Felver requested K. Werkheiser contact Fire Chief Mike Shay to determine a date for a Community Day event.

Pocono Township Volunteer Fire Co. Brad Harrison reported on the activities of the Fire Company. He noted two water rescues were done during the recent flooding; and 3 structures fires, 1 vehicle fire and 1 brush fire were handled. He noted the Fire Company Carnival was successful.

Central Pocono Ambulance Association Manager Linda Smith absent.

ADMINISTRATION:

Township Manager Gregg Schuster reviewed his report.

- 1) Hine Property Drainage Issue - G. Schuster requested direction from the Board for an engineer review of the problem. Discussion followed. P. Nish made a motion, seconded by R. Wielebinski, to authorize the Township Engineer to do an analysis and concept plan for the Hine Property Drainage Issue. T. Felver requested an estimated cost for the service. T. Edinger noted he could not estimate a price until he had been to the property. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, no; P. Nish, yes; and B. Wise, yes. Motion carried.

2) Bucket Truck purchase- A memo from Jeff Clapper, Public Works Director recommended purchase of a bucket truck. J. Lastowski noted he spoke to the Road department and felt the truck was necessary. J. Lastowski made a motion, seconded by P. Nish, to purchase a Bucket Truck without four-wheel drive at the price of \$53,323.00 Discussion followed. T. Felver requested the purchase be part of the Capital Improvement plan. R. Wielebinski spoke concerning Township liability, employee training and certification for tree trimming, and using contracted services instead. G. Schuster noted a bucket truck may not be a top priority once the CIP is completed. Judi Coover, Twp. resident, requested the board wait for the CIP. Dennis Purcell, Twp. resident, asked how long the present bucket truck has been out of service. The board concurred to wait until the CIP was completed. J. Lastowski withdrew his motion, P. Nish withdrew his second. No action taken.

T. Felver questioned the procedures for sewer hookup reviews and inspections. G. Schuster recommended in his memo that BIU would do the design review and inspections and include additional oversight at a rate of \$65.00 per hour. B. Wise noted in his opinion that BIU did not have the time to do the inspections in the past. He noted if any difficulties arise T&M will be contacted through G. Schuster to assist. The Board gave direction to G. Schuster to implement the process.

3) Police Cruiser purchase- G. Schuster reviewed the quote. The car is to replace an existing unmarked traffic vehicle. Judi Coover, Twp. resident, questioned if it can wait until the CIP. R. Wielebinski noted the vehicle purchase was in the budget. R. Wielebinski made a motion, seconded by P. Nish, to approve the purchase of a 2015 Ford Sedan at a price of \$24,713.00. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

4) Meeting room audio/visual- G. Schuster, R. Wielebinski, and Jeremy Sawicki visited Salisbury Township to meet with CSI, Integrated Security & Communications to discuss audio and visual options. G. Schuster noted the estimated cost for microphone, recording equipment, two TVs and Apple capabilities is estimated at \$20,300.00. J. Lastowski requested audience input. Doug Olmstead, Twp. resident, suggested the upgrade should be included in the CIP (Capital Improvement Plan). Michelle Fisk, Twp. resident, requested the Board members speak up. Judi Coover, Twp. resident, suggested a drop down screen for presentations or to request Developers provide their own. Annabella Lastowski, Twp. resident, suggested waiting until the room can be redesigned before purchasing equipment. Teresa Purcell, Twp. resident, recommended placing it on the CIP plan. Jane Cilurso, Twp. resident, noted the meeting room needs to be updated. Discussion

followed. R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the Twp. Manager to check Costar bids for new audio and the cost of audio and visual cost. T. Felver noted the Tablets purchased for use at the meetings are not being used. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, no; P. Nish, yes; and B. Wise, yes. Motion carried.

- 5) Central Pocono Ambulance - The Board requested Request for Proposals for Ambulance services in case the agreement with Central Pocono Ambulance is not fulfilled. R. Wielebinski made a motion, seconded by T. Felver, to authorize the Twp. Manager to go out for RFPs for ambulance service for Pocono Township. Discussion followed. Judi Coover, Twp. resident, questioned if the Township has an obligation to Central Pocono Ambulance. L. DeVito noted the Township did not have an executed agreement with Central Pocono. T. Felver noted the Township extended time for the required audit but the Ambulance has not started it. Jane Cilurso, Twp. resident, questioned the millage collected. G. Schuster noted under 1st class code, a separation of funds is not required. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Township Engineer Tim Edinger -

- 1) Wendy's Sewer Exemption - T. Edinger explained the exemption is required for planning purposes only for Wendy's Land Development. R. Wielebinski made a motion, seconded by B. Wise, to authorize the Township to sign and execute the Wendy's Sewer Exemption. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.
- 2) Stadden Road update - The PennDOT inspection report was received. T. Edinger noted no storm damage was discovered during the inspection.
- 3) Swiftwater Creek repair - a revision to the repair contract resulted in a \$20,000 savings for the Township.

Township Solicitor Leo DeVito no report.

Township Treasurer Gina Zuvich reviewed the June Treasurer's report. She noted the majority of real estate taxes have been collected and the funds are on track. Sewer Operating is up due to the Kalahari tapping fees. Sewer construction has three contracts still open. B. Wise discussed the status of the hump repair and the difficulty of PennDOT required sign off. An alternative option has been offered to complete the project without the required sign-off by the property owner.

PRESENTATIONS

ORDINANCES: None

RESOLUTIONS: None

PUBLIC COMMENT: Annabella Lastowski, Twp. resident, presented a summary of school bus stops and number of children.

B. Wise questioned the status of the C. Castle Spa traffic Study. Doug Olmstead note the preliminary study should be ready in a few weeks.

Jane Cilurso, Twp. resident, questioned Central Ambulance 2015 budget fund.

Jerrold Belvin, Twp. resident, questions concerning Ambulance coverage.

ADJOURNMENT INTO EXECUTIVE SESSION:

R. Wielebinski made a motion, seconded by P. Nish, to adjourn the meeting at 9:00 p.m. into Executive Session to discuss a personnel issue, until 08/03/2015 at the Pocono Township Municipal Building, Tannersville, PA.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; T. Felver, yes; P. Nish, yes; and B. Wise, yes. Motion carried.

Respectfully Submitted
Pamela Finkbeiner
Township Secretary