

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**OCTOBER 3<sup>rd</sup>, 2016 7:05 P.M.**

The Regular meeting of the Pocono Township Commissioners was held on 10/03/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 7:05 p.m., followed by the Pledge of Allegiance.

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

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

**ANNOUNCEMENTS:**

- a. Conditional Use Summit Health Campus was held on September 29<sup>th</sup>, 2016 at 6:00 p.m.
- b. H. Werkheiser noted no discussion of or action on the Brookdale Petition will be taken. C. Vogt updated the Board that the Developer's attorney requested the petition to be withdrawn. A modified Petition will be submitted at a later date.
- c. The October 13<sup>th</sup>, 2016 9:00 a.m. work session will be changed to October 14<sup>th</sup>, 2016 at 9:00 a.m.

**PUBLIC COMMENT:**

Maxine Turbolski, Twp. resident, suggested the Township hire two persons, one for the sewer and one for Public Works.

**MINUTES:**

E. Gnandt made a motion, seconded by B. DeYoung, to approve the Regular meeting minutes of 09/19/2016. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

J. Coover made a motion, seconded by E. Gnandt, to approve the work session minutes of 09/29/2016. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, abstained; J. Lastowski, yes; and J. Coover, yes; Motion carried.

**TRANSFERS:**

E. Gnandt made a motion, seconded by J. Lastowski, to approve the Transfers dated 10/03/2016. Discussion followed on the addition of supporting documents for the transfers. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

**BILLS:**

J. Lastowski made a motion, seconded by H. Werkheiser, to approve the check listing of 10/03/2016. J. Coover questioned an invoice from Boucher & James. J. Tresslar noted his office erred in the review and requested the invoice be withdrawn for payment. E. Gnandt requested the detail for the Pension plan payments be included in the future. Discussion followed on the Evoqua and EEMA invoices.

**BILLS CONT:**

J. Lastowski amended his motion, seconded by H. Werkheiser, to amend the motion to pay the check listing of 10/03/2016 with the withdrawal of the Boucher & James Invoice for the Adman Outdoor review. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

Roll call for the main motion above to approve the Check Listing of 10/03/2016: Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

Jane Cilurso, Twp. resident, questioned the duties of Patrick Briegel. C. Vogt noted he is a consultant for sewer related issues.

**REPORTS:**

Report of the President, none

**Commissioners Comments:**

Bob DeYoung, Vice President, none.

Ellen Gndt, Commissioner, requested an executive session regarding personnel immediately after the meeting.

Judi Coover, Commissioner, reported on the status of the draft sign ordinance. Discussion followed.

B. DeYoung made a motion, seconded by J. Lastowski, to send the draft Sign Ordinance back to the Monroe County Planning Commission to cut out the clear violations, final mark ups, and add additional 'cleanup' recommendations submit back to the Pocono Township Planning Commission for review in an estimated two to three weeks. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

J. Coover requested an update on the CPR Training. Adam Maziuk, St. Luke's Ambulance Services, will work with C. Vogt to schedule classes.

Jerry Lastowski, Commissioner, discussed the Run for the Red status; Twp. manager's vacation time and emergency contact list; and suggested obtaining a grant writer for the Township. J. Tresslar, Twp. Engineer, noted Boucher & James, Inc. offers grant writing assistance.

**EMERGENCY SERVICES REPORTS:****ADMINISTRATION REPORT:****Township Manager's Report**

457 Plan Adoption Agreement and Plan Summary - No action

Pocono Manor Letter of Support - C. Vogt explained the request. Discussion followed.

J. Lastowski made a motion, seconded by J. Coover to authorize the Twp. Manager to write a letter of Support for the UGI Gas line extension to Pocono Manor. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

**Ambulance Service**

a) Suburban Ambulance - C. Vogt noted Suburban through their attorney has requested to be released from their obligation. Suburban was not represented at the meeting.

Adam Maziuk, St. Luke's Ambulance, gave an overview of the transition for switching ambulance services. Discussion on a 30 day notice to allow current Board members to serve on other Ambulance Boards.

Linda Smith, former CPA employee, requested the Board consider waiting as per A. Maziuk's recommendation.

Jimmy Schlier, Twp. resident, questions concerning the closing of Suburban Ambulance.

Jake Singer, Twp. resident, presented a petition of names in favor of St. Luke's Ambulance.

Adam Maziuk noted St. Luke's Ambulance will honor current Suburban subscribers.

E. Gndt made a motion, seconded J. Lastowski, to designate St. Luke's Ambulance as Pocono Township's primary service effective 6:00 p.m., 10/4/2016 - H. Werkheiser requested L. DeVito, Twp. Solicitor, review the terms of the agreement. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

J. Lastowski made a motion, seconded by E. Gndt, to authorize the Twp. Manager, to write a letter to Suburban Ambulance to terminate the current agreement, effective at 6:00 p.m., 10/04/2016. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

Ramona Shupp, Twp. resident, thanked the Board for choosing St. Luke's Ambulance as primary services.

Linda Smith, Twp. resident, noted 85% of Central Pocono Ambulance former employees are now St. Luke's Ambulance employees.

Zoning Hearing Board Secretary - J. Coover made a motion, seconded by B. DeYoung, to hire Melissa Leonard at a rate of \$17.00 per hour (approximately 5 hours per month) as part-time Zoning Hearing Board Secretary. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

Library's request for meeting room dates in 2017 - C. Vogt noted the Pocono Township's Library requests for meeting room dates. J. Coover requested the library change their children programs on Thursday morning to another date and time.

Budget review dates: Discussion on the review dates and final dates to advertise.

American Legion Request - C. Vogt noted they are requesting the Township consider donating the TLC Park, placement of a Monument on the site, and the placement of a banner on Rt. 611. Discussion followed.

North Central Agreement - J. Coover made a motion, seconded by H. Werkheiser, to ratify authorizing the Twp. Manager signing of Attachment A. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

### **Public Works Report**

Paving Project and Line Painting update - C. Vogt updated the board on the status of the paving and line painting. Paving should be completed in two weeks, weather permitting.

Heritage Center Sidewalk plans - C. Vogt noted he is working with Charlie Trapasso for the sidewalks and handicap requirements. Discussion followed. J. Coover made a motion, seconded by J. Lastowski, to authorize the Twp. Manager to engage a contractor to install the ADA compliant sidewalks around the new Heritage Center based on 3 written quotes not to exceed \$6,000.00. Roll call vote: E. Gndt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

Charlie Trapasso questioned if the fill will be included. C. Vogt noted it should be included for the area near the building.

Charlie Trapasso questioned the status of the new banner location. J. Coover noted both poles are owned by Verizon and she is working with them to obtain permission. Discussion followed.

DEP September 20<sup>th</sup> NOV - C. Vogt, Twp. Manager, noted the reports were completed but not mailed. He noted Patrick Briegel is working on the change of names on the permits. E. Gndt requested the SSO reports and noted they should be part of the agenda package.

**Finance Committee** - J. Coover requested the June year to year expense to revenue report. C. Vogt noted the September report be ready for the first meeting in November.

### **Township Solicitor Report -**

- 1) L. DeVito noted the application for reconsideration of the argument for Marchenko was submitted jointly with Todd Weitzmann.
- 2) The two hearings for Adam's Outdoor will be rescheduled until November.
- 3) The Conditional Use hearing for Summit Health Campus was continued until 10/20/2016 at 6:00 p.m. He requested direction from the board if the Transcripts will be needed. Discussion followed. The Board concurred not to order the Transcripts.

Christopher Ortolan, Twp. resident, requested the Board consider moving forward with changing the Ordinance to limit short term rentals. He noted the length of time the Marchenko appeal has taken. J. Lastowski requested the Twp. Manager, to place the short term rental problem on the next work session meeting.

**Township Engineer Report:**

- 1) SALDO Proposed Amendments - J. Tresslar, Twp. Engineer, explained the 5 SALDO policy amendments were sent to the Board for review. Discussion followed. J. Coover made a motion, seconded by J. Lastowski, to authorize the changes to the SALDO as recommended by the Planning Commission and subsequent recommendation to the BOC and the amended SALDO to be forwarded to the MCPC for final review and comment and final Planning Commission review. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.
  
- 2) Indemnification Agreement for Schlier's Motorcycle Dealership's drainage facilities into PennDOT Stormwater which requires Pocono Township to be the HOP Permittee. - Discussion on the requirement of an Indemnification Agreement. J. Schlier spoke noting he cannot start construction until a Developer's Agreement is approved. J. Tresslar requested direction from the Board to submit the PennDOT permit. J. Coover made a motion, seconded by R. DeYoung, to not require an Indemnification Agreement outside of the Developers Agreement and authorize the Twp. Engineer to apply for the PennDOT permit for the Drainage facility at 108 Hilltop Drive, Tannersville, PIN:12637201178772. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

**RESOLUTIONS:**

Resolution 2016-46 - Resolution 457 Plan Restated and Amended Plan Documents - J. Lastowski made a motion, seconded by E. Gnandt, to adopt Resolution 2016-46 - 457 Plan Restated and Amended Plan Documents. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes; Motion carried.

**PUBLIC COMMENT:**

Helen Coco, Twp. resident, requested a letter from the Township that she is deferred from the sewer connection. C. Vogt explained the letter from the realtor did not say it was listed for sale.

**ADJOURNMENT INTO EXECUTIVE SESSION:** H. Werkheiser made a motion, seconded by B. DeYoung, to adjourn the meeting at 9:15 p.m. into executive session to discuss a personnel issue, until 10/17/2016 at the Pocono Township Municipal Building, Tannersville, Pa. Roll call vote: E. Gnandt, yes; B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Respectfully submitted  
Pamela Finkbeiner  
Township Secretary