

POCONO TOWNSHIP BOARD OF COMMISSIONERS
SPECIAL MEETING
ADMINSTRATOR POSITION AND OTHER BUSINESS
MAY 18th, 2016 6:00 P.M.

The Special meeting of the Pocono Township Commissioners was held on 05/18/2016 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Harold Werkheiser at 6:30 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Bob DeYoung, present; Harold Werkheiser, present; Jerry Lastowski, present; and Judi Coover, present.
Pamela Finkbeiner, Interim Manager/Secretary, present.

PUBLIC COMMENT:

PARK EMPLOYEES

P. Finkbeiner explained Jeff Clapper had recommended the hiring of two Park employees to replace two employees with limited time available and offer a raise to existing employee Jim Boyle, in his memo of 05/17/2016. J. Coover made a motion, seconded by J. Lastowski, to approve the hiring of Catherine Needham at the rate of \$12.00 per hour; Daniel Murgia at the rate of \$9.00 per hour; a raise of .50 for Jim Boyle bringing his salary to \$13.00 per hour; and the release of Brandon Unrue and Peter Hamil from employment. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

RESOLUTION

Resolution 2016-30 - Bank Signatories - P. Finkbeiner noted the change of signatories removes Tom Felver. H. Werkheiser made a motion, seconded by J. Lastowski, to adopt Resolution 2016-30 - Bank Signatories. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

ADMINISTRATOR/MANAGER POSITION:

J. Coover presented a draft advertisement and time line for review.

Key Points:

- a) Job description for advertisement
- b) Updated Manager/Administrator ordinance - Solicitor review, advertisement, adoption
- c) Committee review - Citizen selection and input.
- d) Staff review - Staff to rank applicants.
- e) Selection of top three - interview process to include two citizens.
- f) Selection of Administrator/Manager
- g) Terms of Contract
- h) Vote
- i) Timeline to complete - July 5th.

J. Coover will revise the Timeline and forward the ordinance to the Solicitor for review.

PUBLIC COMMENT:

Dennis Purcell, Twp. resident, questioned the salary to be offered.

ADJOURNMENT: H. Werkheiser made a motion, seconded by J. Coover, to adjourn the meeting at 8:05 p.m. Roll call vote: B. DeYoung, yes; H. Werkheiser, yes; J. Lastowski, yes; and J. Coover, yes. Motion carried.

Respectfully submitted
Pamela Finkbeiner
Interim Manager/Twp. Secretary