

POCONO TOWNSHIP COMMISSIONERS  
MEETING AGENDA  
October 2, 2017 6:00 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Announcements:
  - Executive Session held – September 20, 2017 – personnel
  - Executive Session held – September 28, 2017 - personnel
  - Mountain View Park – Veteran's Day Program
- 4) Public Comments on matters not on the agenda.  
*Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*
- 5) Presentations
- 6) Approval of Minutes
  - a. Meeting September 18, 2017
  - b. Special Meeting of September 20, 2017
  - c. Work Session of September 28, 2017
- 6) Approval of Bills and Transfers
  - a. Check ratification list for prior period dated October 2, 2017
  - b. Check Listing dated October 2, 2017
- 7) Report of the President
- 8) Commissioners Comments
  - Bob De Young – Vice President
  
  - Jerry Lastowski – Commissioner  
Audit
  
  - Judi Coover – Commissioner
  
  - Ellen Gndt – Commissioner  
Probable Cause Training
- 9) Reports
  - a. Finance Committee Report  
October 10, 2017 – 10:30am

- b. Sewer Committee
- c. Administration – Manager's Report
  - Bond for Interim Township Treasurer
  - Master Service Agreement
  - Open Enrollment
- d. Public Works Report
  - 2017/2018 Road paving and seal coating projects
- e. Township Engineer Report
  - Status Report on Sewer Redesign .
  - Route 611 Sewer Line Relocation Work Update
  - Wilke Road GP – Stream Stabilization
  - Sanofi Sanitary Sewer Easement
  - Request to vacate township Road – Running Lane, LLC
  - Pocono Carriage House release of escrow
- f. Township Solicitor Report

10) Presentations –

11) Resolutions and Ordinances

Resolution 2017-XX Amendment to Pocono Township 457 Plan

12) Further Public Comment

*Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

13) Executive Session – if necessary

Adjournment

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 18, 2017  
6:00 p.m.**

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President Harold Werkheiser called the meeting to order at 6:00 pm with the Pledge of Allegiance.

**Roll call:**

President Werkheiser – Present  
Vice-President DeYoung – Present  
Commissioner Lastowski – Present  
Commissioner Coover – Present  
Commissioner Gandt – Present

**Professional Staff:**

Attorney Leo Devito – Present  
Jon Tresslar – Engineer – Present

**Announcements:**

Executive Session was held on September 7, 2017 for personnel matters.

Executive Session was held on September 14, 2017 for personnel matters.

PA Turnpike Closing and Detour will be from September 29 - October 2, 2017.

Fall clean-up dates will be from September 28 – 30, 2017.

Mountain View Park – Veteran's Day Program flyers were made available to the public.

**Public Comments on matters not on the agenda: None**

**Presentations: None**

**Approval of Minutes:**

**Motion** made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the September 5, 2017 Regular Meeting Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes  
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**SEPTEMBER 18, 2017**  
**6:00 p.m.**

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**Motion** made by Commissioner Gndt, seconded by Commissioner Lastowski, to accept the September 7, 2017 Special Meeting Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Abstain  
Motion Carried

**Motion** made by Commissioner Lastowski, seconded by Commissioner DeYoung, to accept the September 14, 2017 Work Session Minutes.

EG-Yes; RD-Yes; HW-Abstain; JL-Yes; JC-Yes  
Motion Carried

**Approval of Bills and Transfers:**

**Motion** made by Commissioner Gndt, seconded by Commissioner Lastowski, to ratify the check list for the prior period dated September 18, 2017.

All in favor  
Motion Carried

**Motion** made by Commissioner Coover, seconded by Commissioner Lastowski, to approve the check and transfers dated September 18, 2017.

All in favor  
Motion Carried

**Motion** made by Commissioner Coover, seconded by Commissioner Gndt, to approve the check listing for Police pension reimbursement dated September 18, 2017.

All in favor  
Motion Carried

**Motion** made by Commissioner Gndt, seconded by Commissioner Lastowski, to approve the Budget Line Item Transfers dated September 18, 2017.

All in favor  
Motion Carried

**Report of the President:** None

**Commissioner's Comments:**

Vice President DeYoung: None

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Commissioner Lastowski:

Audit: The final draft was received September 18, 2017. Discussion followed.

**Motion** made by Commissioner Coover, seconded by Commissioner Gndt, to make the preliminary 2015 and 2016 audit available prior to its final version.

All in favor  
Motion Carried

Maxine Turbolski, Township Resident, questioned why the audit was being held up. Commissioner Gndt stated there were clerical discrepancies in the audit that need amending.

Chris Ortolan, Township Resident, asked if the Township would be using the same Auditors for next year since there were so many discrepancies. Commissioner Lastowski indicated the Township would be open to having different Auditors.

Commissioner Coover:

The preliminary draft of the sign ordinance will be placed on the website for review and comment until October 4, 2017.

Commissioner Gndt:

The township is having some issues with its payroll company and will be researching other options during the upcoming budget discussion.

**Reports:**

Police Report received.

Fire Chief Bradley Harrison reported that they are working with Tobyhanna Township concerning the closing of Pocono Summit Volunteer Fire Company. There will be an open house on October 15, 2017 at the firehouse from 10:00 am to 2:00 pm.

Rodney Wolfe of St. Lukes' Ambulance gave EMS report to Commissioners.

Finance Committee Report: Meeting will be rescheduled.

Sewer Committee Report: Commissioner Coover stated 46 properties were sent letters concerning the De Minimus Policy. To date the township has refunded approximately \$10,000.00. Letters were sent to approximately 107 properties informing them of the

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 18, 2017  
6:00 p.m.**

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process to install a water meter and possible qualify for the De Minimus use policy. To date BCRA has had ten requests to install water meters. Approximately 60 properties owe tapping fees and/or user charges equaling approximately \$200,000.00 and letters are being prepared to be sent.

Dan Snyder, Township Resident, questioned the status of a refund after spending \$1,900.00 to connect to the lateral. Commissioner Coover indicated decisions were still in the making for those types of situations. Discussion followed.

Administration – Manager's Report:

**Motion** made by Commissioner Coover, seconded by Commissioner Lastowski, to request the Township Solicitor's attendance at the Zoning Hearing Board in the case of Ertle Enterprises violation.

All in favor  
Motion Carried

Motion for Bank Account Access for Bookkeeper:

**Motion** made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve on-line access to bank accounts for Bookkeeper, Paola Razzaq, for viewing, deposits and internal transfers.

All in favor  
Motion Carried

Rich Wielebinski, Township Resident, questioned if the Bookkeeper was bonded and why banks were asking for minutes. It was stated that the Bookkeeper cannot make cash transfers between banks, and the banks wanted to see the Motions for security purposes.

Maxine Turbolski, Township Resident, asked the name of the Township Treasurer. It was stated Frank Cefali was appointed the Interim Treasurer.

DPW Director:

**Motion** made by Commissioner Lastowski, seconded by Commissioner DeYoung, extending services of Pocono Management Associates Consultant, Patrick Briegel, until October 16, 2017.

EG-Yes; RD-Yes; HW-No; JL-Yes; JC-Yes  
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**SEPTEMBER 18, 2017**  
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Park Dates: Township Park would be open until November 26, 2017 weather permitting.

Act 89 – Land Transportation Project Funding: The is unanimously opposed to this project and the township manager will send the document back to the county indicating their position.

State Budget – 9-1-1 Funding:

**Motion** made by Commissioner Lastowski, seconded by Commissioner Werkheiser, to write a letter to state legislators expressing disapproval of the discussion to use 9-1-1 funding to balance the state budget.

All in favor  
Motion Carried

**Motion** made by Commissioner Lastowski, seconded by Commissioner DeYoung, to have the two local legislators contacted to ask their opinion on the 9-1-1 and to express the opinion of the Board.

All in favor  
Motion Carried

Commissioner Lastowski will be contacting the legislators personally.

**Public Works Report:**

Municibids for Bucket Truck:

**Motion** made by Commissioner Coover, seconded by Commissioner Gndt, to accept the highest bid on municibid for the bucket truck in the amount of \$7,200.00.

All in favor  
Motion Carried

Open Sealed Bids for Anti-skid: Township will discuss the Hanson bid for anti-skid at Wednesday's meeting after the Township Engineer examines the packet.

Open Sealed Bids for Winter Subcontractors: No bids were received. Discussion followed.

Chris Ortolan, Township Resident, questioned why there was only one bidder. Discussion followed.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
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2017/2018 Road Paving and Seal Coating Projects: Opening bid date September 28, 2017. They will be read that day and Township Engineer will have report ready for the October 2, 2017 meeting.

Paving at Police Department: Township will direct road crew to do the grading and paving of the approximately 4,000sf of Police Department parking lot. Discussion followed.

**Motion** made by Commissioner Coover, seconded by Commissioner Gndt, to take the necessary steps for the removal of the underground storage tanks and work in conjunction with Boucher & James.

All in favor  
Motion Carried

**Township Engineer Report:**

Status Report on Sewer Redesign: Township Engineer gave update on the sewer redesign. Work is progressing according to plan and time schedule.

Route 611 Sewer Line Relocation Work Update: No activity recently in vicinity of the sewer line. Safety of travelling Route 611 with the Jersey Barriers will be given in future meeting.

Wilke Road GP – Stream Stabilization: Permit received from Fish & Boat and has been forwarded to Monroe County Conservation District to sign.

MS4 Plan: Plan was submitted and DEP will issue permits in March 2018.

Sanofi Sanitary Sewer Easement: Waiting for paperwork back from Sanofi.

Request to Vacate Township Road – Running Lane, LLC: Engineer for Running Lane, Chuck Niclaus, discussed the plans for removing parking in front of PBC to make a one-way driveway, vacating the Township road, and the road that would lead to the future PBC hotel.

**Motion** made by Commissioner Coover, seconded by Commissioner DeYoung, provided the property owners do not owe the Township money, to authorize the Township Engineer to work with our Solicitor to create an ordinance for vacation of this road for consideration.

All in favor



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Motion Carried

Discussion followed on whether the deed to the property belongs to the Township.

Camelback Extension Request: The Planning Commission recommended preliminary plan approval for the project but it has not been brought before the board yet and an extension has been issued.

PMSD EDU's (Resolution): Engineer will review the wording in the proposed amended resolution and will discuss it further during 9/20/2017 meeting. Discussion followed on EDU pricing.

Rich Wielebinski, Township Resident, inquired whether a flow meter would be required. He was informed they already have a meter installed.

**Township Solicitor Report:**

PACT TWO:

**Motion** made by Commissioner Coover, seconded by Commissioner Lastowski, to authorize the payment of \$30,000 as full and final settlement and have the Township Solicitor get correspondence from PACT TWO indicating this represents payment in full of any and all claims subject to the execution of a proper settlement letter.

All in favor  
Motion Carried

Pocono Logistics: A lawsuit was filed and reviewed. The Township is seeking approximately \$200,000.00 for various violations. Matter is pending.

**Brookdale Conditional Use:**

The Commissioners requested an Executive Session for litigation purposes at 8:05 pm. Meeting reconvened at 8:35 pm.

Discussion followed on the clarification of conditions imposed on the treatment center.

**Presentations:** None

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**Resolutions and Ordinances:**

Record Destruction – Resolution 2017-46.

**Motion** made by Commissioner Lastowski, seconded by Commissioner DeYoung, approving the destruction of identified Township records pursuant to the Township's Record Retention Policy and as listed in Appendix D.

All in favor  
Motion Carried

**Public Comment:**

Maxine Turbolski, Township Resident asked for clarification of the reimbursements to the Police Department. Commissioner Gmandt explained the process.

Ms. Turbolski also requested that repairs be made to Phippen Way. Public works will be informed of this repair.

The Commissioners adjourned into an executive session concerning litigation at 8:40pm announcing they would not reconvene the regular meeting.

Submitted by: \_\_\_\_\_  
Donna M. Asure  
Township Secretary

**Pocono Township Board of Commissioners**  
**Special Meeting Minutes**  
**September 20, 2017 12:00 pm**

Commissioner DeYoung called the meeting to order at 12:05pm with the Pledge of Allegiance.

**Roll call** -

President Werkheiser - Absent  
Vice-President DeYoung - Present  
Commissioner Lastowski - Present  
Commissioner Coover - Present  
Commissioner Gandt - Present

Announcements - none

**Motion** by Commissioner Coover, seconded by Commissioner Gandt to terminate Officer Christopher Staples, effective September 20, 2017.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

Following the motion, Attorney John Harrison presented the board with a letter from Officer Christopher Staples requesting separation from employment.

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to approve the findings of fact and conclusion of law granting the conditional use application of Brookdale Enterprises LLC for the Brookdale Treatment Resort and authorize Vice-President DeYoung and Township Secretary to sign the decision.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

**Motion** by Commissioner Lastowski, seconded by Commissioner Coover to approve Resolution 2017-47 amending Resolution 2013-10.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Lastowski to obtain zoning officer services from BUI using Michael Tripus as part-time Zoning Officer for Pocono Township.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

**Motion** by Commissioner Lastowski, seconded by Commissioner Coover to appoint the Township Manager as Trustee for Met-Life, non-uniformed pension plan.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

**Motion** by Commissioner Coover, seconded by Commissioner Gndt to designate the Township Manager as the representative for Highmark Inc. concerning our HRA's (Health Reimbursement Accounts).

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

No public comment was received.

**Motion** by Commissioner Lastowski, seconded by Commissioner Coover to adjourn the meeting at 12:11pm.

EG – Yes, RD – Yes, JL – Yes, JC – Yes  
Motion Carried

Submitted By:

\_\_\_\_\_  
Donna M. Asure  
Township Secretary

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**

**WORK SESSION MINUTES**

**DATE:** September 28, 2017

**TIME:** 9:00am

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Bob DeYoung

**ROLL CALL:**

Ellen Gndt – Present

Jerry Lastowski – Present

Judi Coover – Present

**Public Present –**

No public present

The work session adjourned into executive session at 9:05am to discuss personnel.

The work session reconvened at 11:08am.

No decisions were made in executive session.

**NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.**

**THE WORK SESSION ENDED AT 1:15pm**

Pocono Township

October 2, 2017

**SUMMARY**

**Ratify**

<b>General Fund</b>	<b>\$</b>	<b>88,477.46</b>
<b>Sewer</b>	<b>\$</b>	<b>120.88</b>

**Bill List**

<b>Capital Reserve Fund</b>	<b>\$</b>	<b>12,067.00</b>
<b>TOTAL General Fund</b>	<b>\$</b>	<b>112,018.26</b>
<b>TOTAL Sewer Operating Fund</b>	<b>\$</b>	<b>6,712.40</b>

<b><u>Budget Adjustments</u></b>	<b>\$</b>	<b>-</b>
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<b><u>Budget Appropriations</u></b>	<b>\$</b>	<b>-</b>
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Pocono Township Check Listing

Ratiofy

October 2, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
09/29/2017			Pay 20 2017	86,715.15
<b>TOTAL PAYROLL</b>				<b>\$86,715.15</b>
09/21/2017	56218	Cardmember services	Membership & carbon monoxide detectors	470.00
09/21/2017	56216	Network Fleet	GPS service	325.45
09/21/2017	56217	Verizon wireless	Township phones	271.01
09/21/2017	56218	Verizon Wireless	Ipads	60.86
09/21/2017	56219	Verizon Wireless	Police phones	634.99
<b>TOTAL General Fund</b>				<b>\$1,762.31</b>
09/21/2017	1923	Blue Ridge Communications	Phone/Internet pump station	120.88
<b>TOTAL Sewer Operating</b>				<b>\$120.88</b>
<b>Capital Reserve Fund</b>				<b>\$0.00</b>
<b>TOTAL General Fund Operating</b>				<b>\$88,477.46</b>
				<b>\$120.88</b>

Transferred by:

Authorized by:

POCONO TOWNSHIP CHECK LISTING

October 2, 2017

General Fund	Date	Check	Vendor	Memo	Amount
	09/15/2017	56194	Christopher Staples	Refund of tax deductions H & L pay 19	789.43
	09/26/2017	56220	AFLAC	Supplemental Insurance	459.32
	09/26/2017	56221	Lincoln Life	Supplemental Insurance	300.00
	09/27/2017	56222	Acroprint Time Recorder Co.	Time clocks - August	136.50
	09/27/2017	56223	Advanced Collision	#91 repair	1,220.16
	09/27/2017	56224	Avail Business Systems, Inc.	3 Shelving units	1,248.15
	09/27/2017	56225	Best Auto Service Center	Police Vehicle Repairs	389.73
	09/27/2017	56226	BIU of PA, Inc.	ZO/SEO Services	2,000.00
	09/27/2017	56227	Chemung Supply Corporation	Drain pipes	8,908.10
	09/27/2017	56228	Commonwealth Financing Authority	LSA Grant Application	100.00
	09/27/2017	56229	Creative Works Systems, Inc.	Graphic Design works - Park events	332.50
	09/27/2017	56230	D.G. Nicholas Co.	Parts/Supplies	639.81
	09/27/2017	56231	Delaware Valley Retirement, Inc.	Amendment fee	250.00
	09/27/2017	56232	Eureka Stone Quarry, Inc.	9.5/Surge	4,770.42
	09/27/2017	56233	Getz, Ed	Work Boot allowance	149.99
	09/27/2017	56234	Goucher, Shawn	Uniform Allowance	177.29
	09/27/2017	56235	HUNTER KEYSTONE PETERBILT	Truck Repair	783.90
	09/27/2017	56236	J. P. Mascaro & Sons	Garbage Twp/Park	443.92
	09/27/2017	56237	Johanna Distributions	Coffee and Supplies	84.00
	09/27/2017	56238	Kimball Midwest	Truck parts/stock	346.43
	09/27/2017	56239	Otto, Carol	Cleaning	550.00
	09/27/2017	56240	PAPCO, Inc.	Gasoline/Diesel	3,141.38
	09/27/2017	56241	Pennsylvania Department of Transportation	Application for replacement title	53.00
	09/27/2017	56242	Pignuts, Inc.	Road Sealant	971.00
	09/27/2017	56243	Pitney Bowes	Postage Meter	117.00
	09/27/2017	56244	PMHC	Health Insurance	65,560.32
	09/27/2017	56245	Pocomo Management Associates LLC	Consulting Services	1,657.64
	09/27/2017	56246	Royal Security Services, Inc	Battery	30.00
	09/27/2017	56247	SPW Cleaning Services	Bi-monthly floor maintenance	100.00
	09/27/2017	56248	Staples Credit Plan	Office Supplies-Police	278.35
	09/27/2017	56249	Tulpehocken Mountain Spring Water Inc	Water	69.30
	09/27/2017	56250	UNIFIRST Corporation	Carpets/Uniforms	365.07
	09/27/2017	56251	Monroe County Control Center	4th Quarter	15,131.39
	09/27/2017	56252	P & D Emergency Services	Tint Windows - Police Cars	201.00
	09/27/2017	56253	Wagner, James	Uniform Allowance	113.16
	09/29/2017	5625	Monroe County Conservation District	Wilkie Road Application Fee	150.00

TOTAL General Fund \$112,018.26



**POCONO TOWNSHIP CHECK LISTING**  
**October 2, 2017**

<p><b>Sewer Operating Fund</b></p> <p>09/21/2017 1924          09/21/2017 1925          09/21/2017 1926          09/22/2017 1927          09/22/2017 1928          09/22/2017 1929          09/22/2017 1930          09/22/2017 1931          09/28/2017 1932          09/28/2017 1933</p>	<p>Broughal &amp; Devito          JP Mascaro &amp; Sons          Pocono Management &amp; Assoc.          3 Twins Realty          Donald Parker          Planet Earth Gallery          PNC Bank          TL Realty          MET-ED          Pocono Management &amp; Assoc.</p>	<p>Inv # 71734          Inv # 0000479500          Inv # 9117          Sewer Refund          Sewer Refund          Sewer Refund          Sewer Refund          Utility bill          Professional Services</p>	<p>645.00          90.00          1,097.00          520.86          1,041.70          729.19          937.53          416.68          175.37          1,059.07</p>
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**TOTAL Sewer Operating Fund** \$6,712.40

<p><b>Sewer Construction Fund</b></p>	<p><b>TOTAL Sewer Construction Fund</b> <u>\$0.00</u></p>
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<p><b>Capital Reserve Fund</b></p> <p>09/21/2017 182          09/27/2017 183</p>	<p>Davidheiser's          Pocono Township</p>	<p>Inv# 2017341 tracker cabel &amp; bracket for new vehicle          Transfer to general fund acc # 01.409.220</p>	<p>67.00          12,000.00</p>
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**TOTAL Capital Reserve Fund** \$12,067.00

<p><u>ESSA</u>  <b>TOTAL General Fund</b>  <b>TOTAL Sewer Construction Fund</b>  <b>TOTAL ESSA Transfer</b></p>	<p style="text-align: right;">\$112,018.26          \$0.00  <u>\$112,018.26</u></p>	<p>Transferred by:</p>
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<p><u>Wayne Bank</u>  <b>Operating Fund</b></p>	<p style="text-align: right;">\$6,712.40</p>	<p>Authorized by:</p>
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