



**POCONO TOWNSHIP COMMISSIONERS  
SPECIAL AND REGULAR MEETING AGENDA  
August 15, 2019 6:30pm**

**Open Meeting**

**Pledge of Allegiance**

**Roll Call**

**Public Comments**

*Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

**Announcements –**

The regular meeting of the Board of Commissioners scheduled for August 19, 2019 has been cancelled

Route 314 detour – UGI gas line install – Sunday, August 18<sup>th</sup> – 5pm – 6am – 4 to 5 nights

**Presentations –**

Interviews for Pocono Township Commissioner –

- Grape-Garvey, Christina
- Meeker, Keith

**Hearings –**

**Resolutions**

**OLD BUSINESS**

1. Motion to approve the minutes of the August 5, 2019 meeting of the Board of Commissioners (action item\*)

**NEW BUSINESS**

**1. Personnel**

- a. Request to continue the internship of Julian Valentini for up to 25 hours per week starting August 26, 2019 at a rate of \$12.00 per hour (possible action item\*)

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through August 12, 2019 in the amount of \$ 602.56 (action item\*)

- b. Motion to approve the 2019 allocation to the Pocono Township Volunteer Fire Company in the amount of \$218,000.00 (action item\*)
- c. Motion to approve vouchers payable received through August 12, 2019 in the amount of \$ 227,233.28. (action item\*)
- d. Motion to accept the quote from MarAllen Concrete Products, Inc. for the TLC Bridge repair project in the amount of \$ 137,270.00 contingent upon receiving all necessary paperwork and reviews by township engineer and solicitor (action item\*)

**3. Travel/Training Authorizations (Approve/Ratify)**

- a.

**Report of the President**

Gerald Lastowski

- a.

**Commissioners Comments**

Richard Wielebinski – Vice President

Chad Kilby – Commissioner

- a. Update - intersection lighting

Jerrod Belvin – Commissioner

**Reports**

**1. Emergency Service**

- a. Police
- b. EMS
- c. Fire

**2. Recreation Committee**

- a. Kettle Creek event – August 24<sup>th</sup> – Bugs life – MVP
- b. Thursday on the Green Event – Thursday, August 22<sup>nd</sup> – dusk – Wonder Park

**3. Zoning**

**4. Public Works Report**

- a. Update - road crew projects
- b. Update – Park operations
- c. Update – Lighting from Heritage Center to basketball court – locator company
- d. Update – Retention Basin on Township Property
- e. Update – Report on pipe replacement throughout the township
- f. Discussion on holding fall clean-up and dates (possible action item\*)

**5. Administration – Manager's Report**

- a. Update – Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update - Business Association
- d. Update – Mutual Aid Agreement
- e. Update – Green Light Go – 2015
- f. Update – Green Light Go - 2017

**6. Township Engineer Report**

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge Grant
- d. Update - TLC Dam –
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Erosion and Sedimentation Ordinance
- h. Update – Well at MVP
- i. Update – MS4
- j. Update – Generator – bids due on August 16, 2019

**7. Township Solicitor Report**

- a. Update - Exxon Monitoring wells
- b. Update - easements - White Oak culvert
- c. Update – easements – Breezewood Drive
- d. Update – Health and Safety Ordinance
- e. Update – expansion of water service area
- f. Update – PJJWA
- g. Zoning Hearing Board scheduled for 8-27-19 (possible action item\*)
- h. Motion to authorize the township solicitor to advertise for a hearing concerning amendments to the Uniform Construction Code Ordinance within Pocono Township to provide for enforcement provisions (action item)

**Public Comment**

*Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.*

Executive Session – if necessary

**Adjournment**

7176 Moss Dr  
Swiftwater, PA 18370

July 26, 2019

Pocono Township Board of Commissioners  
112 Township Drive  
Tannersville, PA 18372

**RE: Keith Meeker Letter of Interest**

Dear Commissioners Belvin, Kilby, Lastowski & Wielebinski:

Please accept this letter as indication of my sincere interest in the open Board of Commissioners Seat, Pocono Township . I was very sorry to hear of the news of Commissioner Werkhesier, my condolences go out to his family. Nevertheless, I want to see Pocono Township continue to move forward.

I am a 41-year resident of Monroe County (12 Pocono Township) and have a strong desire to serve the area that I call home. My desire to serve led me to successfully serve in the position of Civil Service Commissioner followed by Planning Commission Member.

I will always fight to ensure Pocono Township Residents voices are heard with solid decision-making and will work to ensure that Pocono Township remains the epi-center of Monroe County.

It is my firm belief that "Politics is of the heart as well as of the mind, many people do not care how much you know until they know how much you care." I am excited to share my vision with you and help Pocono Township get through this tough position and help Pocono to move forward as we continue to build on the stellar work that has been accomplished through this current board.

I look forward to the opportunity to interview for this appointment. You can reach me directly at 570-872-1344 or [keithameeker@hotmail.com](mailto:keithameeker@hotmail.com).

Thank you in advance for your consideration of my letter of interest.

Sincerely,

Keith A. Meeker  
570-872-1344  
[keithameeker@hotmail.com](mailto:keithameeker@hotmail.com)

Christina Grape-Garvey  
144 Tannenbaum Way  
Henryville, PA 18332

RECEIVED

AUG 12 2019

POCONO TOWNSHIP

AUG 12 '19 PM 12:16

August 12, 2019

Donna Asure  
Pocono Township Manager  
Pocono Township Municipal Building  
112 Township Drive  
Tannersville, PA 18372

Dear Ms. Asure:

I was saddened to hear about the vacancy on the board of commissioners created by the death of Harold Werkheiser. However, when I heard you were accepting letters of interest, I decided to submit my name for consideration. Having lived in the township for 31 years and raising two daughters here, I have a stake in the future and viability of our community.

My experience in health/human services gives me a unique perspective, while my journalism background helps me to see all sides of an issue. My expertise with local nonprofits provides insight into the needs of our community. When I was a reporter, I covered many local and county government meetings, giving me an understanding of budgets, civic matters, zoning, infrastructure and development. I have no personal agendas and use sound judgment in decision-making. (My resume is attached.)

I currently am a member of the Monroe County Women's Commission and was a member of the RSVP Advisory Board for 12 years—both of these appointments were approved by the county commissioners. I serve on the Education Committee of the Pocono Mountains Chamber of Commerce and am involved with the InterAgency Council and the local United Way's Women United. From working in community outreach, I have a good relationship with leaders/stakeholders in many sectors of our county, including business, government and education. When I worked for Gallagher & Gallagher, I helped promote Monroe 2020, which was very rewarding and educational.

It would be an honor to serve my fellow residents and to represent their interests in the township that I love. (It would also be nice to have a couple women serving as Pocono Township commissioners!) I look forward to hearing from you regarding this vacancy and the interviews on Thursday. Thank you for your time and consideration.

Sincerely,

  
Chris Grape-Garvey

CHRISTINA (CHRIS) GRAPE-GARVEY  
144 Tannenbaum Way, Henryville, PA 18332  
570-202-2066  
cgrapegarvey@verizon.net

**PROFESSIONAL  
EXPERIENCE:**

November 2012  
to present

COMMUNITY RESOURCES/COMMUNICATIONS COORDINATOR  
Pocono Services for Families and Children/Monroe County Head Start,  
East Stroudsburg and Tobyhanna, PA

In charge of public relations, community outreach, events/fundraisers, and marketing/communication efforts for a nonprofit organization that has been serving families/children in the county since 1965. Oversee the coordination and planning of events such as an annual golf tournament, annual dinner celebration, anniversary gala, open houses, a Health Fair, Family Fun Day and holiday fundraisers. Actively assist with development efforts, including annual/special campaign appeals, grants, procuring new donors/sponsors, and special events. Maintain agency website and Facebook page. Manage media relations, communication strategies, and branding. Create brochures, flyers, news releases, annual reports, ads and community assessment; write a newspaper column and take photos. Have secured new funds for our agency and have increased public awareness of our mission/goals. Track and acknowledge donations; help maintain donor database. Responsible for informing the community about, as well as raising funds for, The Mountain Center, a new educational and human services facility. Served as the county's LEARN coordinator (Local Education and Resource Network), which involves disseminating information on early childhood education.

July 2006  
to October 2012

COMMUNITY OUTREACH, SPECIAL EVENTS & COMMUNICATIONS  
DIRECTOR

United Way of Monroe County, Tannersville, PA

Was responsible for marketing communications, public relations, special events/fundraisers, development activities, and outreach for a health/human services nonprofit organization that implements community initiatives and provides funding to many local programs. Coordinated successful events from start to finish; also secured corporate sponsorships. Established marketing strategies for achieving objectives and promoting our brand. Helped attain development goals via employee campaigns, Leadership gifts, business donations, phone banks, direct mail, grants and new/annual fundraisers. Created campaign materials, helped maintain website, assisted with e-communications/ social media, wrote/distributed press releases, took photos, maintained media contacts, and wrote newspaper columns. Recruited/trained volunteers and promoted advocacy of the organization's mission and vision. Spoke about United Way at various companies, presentations and events. Networked with various professional, business and civic associations, and interacted with community, corporate and government leaders. Instrumental in developing/building relationships with new and existing donors and companies. Increased news coverage in all media and came up with innovative ways to spread the United Way message. Was part of two record-breaking annual giving campaigns.

January 2005 to  
December 2005  
Also 8/97 to 1/00

COMMUNICATIONS COORDINATOR/ACCOUNT EXECUTIVE  
Gallagher & Gallagher, Inc., Stroudsburg, PA

Managed accounts, developed new business, and provided clients with diverse communication services at an award-winning strategic marketing, advertising and public relations firm. As a team member, coordinated successful community/public relations and marketing campaigns, including special events. Worked on creative projects from concept to design to production, including newsletters, brochures, reports, ads and direct mail. Determined marketing budgets and worked with vendors. Wrote/proofread copy from press releases to proposals to communication plans, and took photos. Developed strong relationships with area media. Clients included: Martz Trailways, the GSA, Monroe County Municipal Waste Management Authority, Aventis/Sanofi Pasteur, Michael Amante, ESSA, Pocono Healthy Communities Alliance, Penn Estates, and Monroe 2020. The agency also had offices in Scranton, Pa.; New York City; and Washington, D.C.

May 2003  
to July 2006

CORRESPONDENT  
Pocono Record, Stroudsburg, PA

Covered stories on a freelance basis for a daily newspaper in the Poconos. Wrote articles for the news, lifestyle and business sections, as well as special publications. Attended township/municipal meetings and board of education meetings. (Also was a correspondent in 1997-98.)

January 2000  
to February 2004

REPORTER/PHOTOGRAPHER/COMMUNITY LIAISON  
NJN Publishing, Hackettstown, NJ

Wrote news/feature articles and took photos for three weekly newspapers circulating in Warren County, N.J. Involved in page layout, creating headlines, writing captions and scanning photos. Responsibilities and coverage area grew from five to 11 townships. Proofread copy, maintained files and worked with interns/freelancers. Interacted with the public and community leaders, acting as a liaison to civic, business, school and charitable groups. Developed an excellent rapport with people in my beat areas/townships. (Was a stringer from 1997 through 1999.)

April 1991 to  
October 1997

COMMUNICATIONS/SPECIAL EVENTS ASSOCIATE  
Four Sisters Winery, Belvidere, NJ

Handled customer service, public relations, and marketing functions for an award-winning winery. Duties included correspondence, direct mail, newsletter/brochure production, proofreading, press releases, media follow-up, promotions, and computer/office tasks. Assisted with all aspects of special events from planning to implementation. Also responsible for customer relations and retail sales. Helped increase business share by marketing events to families and vacationers in the tri-state area. Assisted with promotions for the NJ Winegrowers Association. Involved in training volunteers and new staff.

EDUCATION:

William Paterson University, Wayne, NJ  
Bachelor of Arts in Communications  
Minor in political science  
Summa Cum Laude Graduate 3.94/4.00 GPA

Graduate of Leadership Pocono Class of 2008  
Graduate of Expand the Brand early childhood education training, 2013  
Various webinars on social media, marketing and fundraising

Experienced in computer programs such as Microsoft Word, Microsoft Office/Publisher, Excel, Cvent, Constant Contact, DonorPerfect and SiteMaster.

Have taken graduate-level education courses at East Stroudsburg University, with a 4.0 grade point average.

COMMUNITY  
INVOLVEMENT:

- Member of the Monroe County Retired and Senior Volunteer Program Advisory Board, 2013 to 2018 (also 2007 to 2011)
- Women United of Monroe County
- Program Director for the Pocono Chapter of the Association of Fundraising Professionals, 2014-2015
- Member of the Education Committee of the Greater Pocono Chamber of Commerce since 2013
- Member of the Monroe County Women's Commission since 2015
- Former Board Member of Pocono Heritage Land Trust
- Representative to Inter-Agency Council meetings
- Pocono 2 Democratic Committeewoman
- Alumna of Leadership Pocono
- Member of the Pocono Commuter Board, 2007-08
- Coach for Pocono Mountain Youth Soccer Association, 2006 to 2009
- Greater Pocono Chamber of Commerce Membership Committee, 2008-09

REFERENCES:

Monica Bein-Cravotta, United Way of Monroe County, 570-629-5657  
Annette Atkinson, Middle Smithfield Township Supervisor and Chair of Monroe County Women's Commission, 570-223-8920  
Dr. Matt Connell, Dean of Northampton Community College's Monroe Campus 570-369-1800  
Sharon Taylor, Pocono Area Transitional Housing, 570-424-0542

More references are available as requested.



**REGULAR MEETING  
MINUTES  
August 5, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 08/5/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:10 p.m., followed by the Pledge of Allegiance.

President Lastowski asked for a moment of silence to remember Commissioner Harold Werkheiser. He then asked for a moment of silence for the victims and families of the two recent shootings in El Paso and Dayton.

**ROLL CALL:** Gerald Lastowski, present; Rich Wielebinski, present, Jerrod Belvin, present, Chad Kilby, present.

**IN ATTENDANCE:**

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

**PUBLIC COMMENT:**

Ellen Gndt, Twp. Resident, asked what other funds the township was looking at instead of or to supplement the Amusement Tax. Commissioner Lastowski explained that the township was hopeful that Senator Scavello would be successful in providing new revenue sources for the township.

Ellen Gndt, Twp. Resident asked what the solution was going to be concerning the Alger Avenue complaint that was recommended by the conservation district. Bob Sargent reported that a retention basin was recommended by the MCCD to retain the silt from township property but that no time frame has been given for its completion by the MCCD.

Ms. Gndt also asked what the match requirement was for the Tannersville Safety Enhancement Plan. D. Asure stated that the board had requested that no township money be spent on this project, so a waiver of match money was being submitted with the grant, which according to the grant writer is permissible.

Virginia Trubiano, Twp. Resident, distributed to the board a packet of information concerning issues with the neighboring property which is a business including the Paintball Asylum. She explained there are many areas of concern that she is hoping the township can help resolve. The Commissioners advised her to schedule a meeting with the township manager and she will report back to the board.

Carl Trubiano, Twp. Resident, explained to the board other concerns with the property such as huge trees in Pocono Creek.

**ANNOUNCEMENTS:**

J. Lastowski announced that the following –

- An executive session was held, Wednesday, July 31, 2019 for police contract negotiations
- Please go to the township website and complete the survey to assist with the update to the regional comprehensive plan
- Residents are encouraged to go to the township website and sign up for Constant Contact to receive the township newsletter and other information
- An executive session was held Monday, August 5, 2019 for litigation concerning the Gndt lawsuit and the recently filed suit concerning short-term rentals by Slice of Life and Marchenko.

**HEARINGS:**

The hearing was opened to consider Ordinance 2019-04, which amends Chapter 356, Solid Waste; Article III. There was no public comment.

J. Lastowski made a motion, seconded by C. Kilby, to close the hearing for Ordinance 2019-04. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2019-04 amending Chapter 356, Solid Waste, Article III providing changes to the collection times of certain establishments in the Township of Pocono. Roll Call Vote: R Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**PRESENTATIONS:** none

**RESOLUTIONS:**Resolution 2019-15 -

C. Kilby made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-15 authorizing the application of a Multimodal Transportation Grant in the amount of \$750,000.00 from the Commonwealth Financing Authority to be used to complete the PA SR 611 Turning lane Project. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Resolution 2019-16 -

C. Kilby made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-16 authorizing the application of a Multimodal Transportation Grant in the amount of \$1,284,824.16 from the Commonwealth Financing Authority to be used to complete the PA SR 611 Tannersville Safety Enhancement Plan. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**MINUTES:**

J. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of the 07/15/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**NEW BUSINESS:**

Personnel - none

Financial Transactions –Ratify vouchers payable

J. Lastowski a motion, seconded by C. Kilby, to ratify vouchers payable for a period ending 08/1/2019 in the amount of \$ 73,992.77. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for the pay period ending 07/14/2019 in the amount of \$99,588.23 and pay period ending July 28, 2019 in the amount of \$98,064.64. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 08/1/2019 in the amount of \$ 121,141.22. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by R. Wielebinski, to approve capital expenditures received through 08/1/2019 in the amount of \$ 803,469.70. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Liquid Fuels

J. Lastowski made a motion, seconded by C. Kilby, to approve the liquid fuels expenditures received through 08/1/2019 in the amount of \$489,000.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

TLC Bridge

J. Tresslar, Twp. Engineer, reported that three bids had been received for the TLC Bridge project. The bids came in higher than anticipated especially in two categories, erosion and sedimentation controls and removal and replacement of the bridge deck. This may be due to working over the stream. The bids are –

- MarAllen Concrete Products, Inc. - \$137,270.00
- Minichi - \$171,000.00

– Bi - State Construction - \$175,415.00

The township has received a grant in the amount of \$100,000.00. There is a 15% match required. The township has \$25,000 budgeted towards that match and any additional engineering. The Township Manager was asked to make sure there is money in the budget to cover the overage and place this topic on the next Board of Commissioners meeting.

\$1M CD

J. Lastowski made a motion, seconded by J. Belvin, to roll over the \$1M CD currently at ESSA for another six months at the same interest rate of 1.99%/2.00% APY. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Purchase of 2020 Peterbilt 348

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the President of the Board of Commissioners to execute the purchase document for the 2020 Peterbilt 10-ton dump truck, chassis only, in the amount of \$97,197.00 and to authorize the President of the Board and the Assistant Township Secretary to execute all documents associated with the purchase and financing of the vehicle. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorization -

J. Lastowski made a motion, seconded by C. Kilby, to approve the travel of Dean Hartshorn to attend the continuing education for pesticide license on September 3 and 4, 2019 sponsored by Focus On Training at the Best Western Scranton Airport, 30 Concord Drive, Pittston, PA 18641 at a cost of \$255.00 plus mileage and expenses. Discussion followed with B. Sargent as to whether any spraying has been done this year. Roll Call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President

Procedure for filling vacancy on Board of Commissioners – Discussion took place on the procedure to fill the vacancy on the Board of Commissioners. L. DeVito, Twp. Solicitor, explained per the code, the board has thirty (30) days to fill the vacancy. If they chose to conduct interviews, these interviews must be done in public. If the board is unable to decide on someone to fill the vacancy by the end of the thirty days, the vacancy board, currently Tom Felver, will be brought in and the vacancy board has an additional fifteen (15) days to make a decision. If no decision is made by that time the courts would then be involved.

J. Lastowski made a motion, seconded by C. Kilby, to have the following procedure followed to fill the vacant position on the Board of Commissioners – the township manager will post on the website and face book that the board is accepting letters of interest for the position of Commissioners. The letters of interest can be emailed, mailed or brought to the township to the attention of the manager. All letters of interest are due no later than close of business on Monday, August 12, 2019. The manager will advertise for a special meeting to be held on Thursday, August 15, 2019 at 6:30pm for the purpose of conducting interviews and any other business that may come before the board. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski informed the board a letter has been received from Camelback granting an extension of decision by the Board of Commissioners until December 31, 2019. It is on the agenda under administration report just to have it documented in the minutes. No action is required.

J. Lastowski asked the solicitor how much taxpayer money was spent on the Gndt lawsuit. L. DeVito reported it was \$2500.00. The solicitor was then asked if the township could recoup this money. L. DeVito stated that the were successful in the litigation, the decision from the courts was based on the fact that the person bringing the claim did not have a good faith basis to bring the claim but the township was never able to argue the merits of the case due to the decision that the person did not have standing. The Board asked the solicitor what the options were to possibly recoup this money. L. DeVito stated that he could reach out thru counsel to request the reimbursement of money to the township. If that does not work the township could decide to determine if additional litigation was justified to be reimbursed.

R. Wielebinski made a motion, seconded by J. Lastowski, to have the solicitor send a letter for reimbursement to Attorney Anders for costs associated with the lawsuit filed by Ellen Gndt. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**COMMISSIONERS COMMENTS**

Rich Wielebinski - Vice President - None

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby reported that three lights will need to wait to be completed until the PennDot project along Route 611 is done.

Jerrold Belvin – Commissioner - none

**REPORTS:****Public Works**

Road Crew Projects - R. Sargent reported shoulder work is being completed throughout the township

Park Operations - R. Sargent reported all is good at the park.

Lighting from Heritage Center to Basketball Courts – R. Sargent reported he is having issues finding wires and will use the township's locator company to assist with this.

Retention Basin - R. Sargent discussed Alger Avenue issue. MCCD is recommending an approximately 10 X 10 retention area to hold back the silt that is draining onto neighboring property. The Board asked when this project would be completed. R. Sargent reported it will be done within the next couple weeks.

Driveway Pipe Agreement - Solicitor DeVito has prepared an agreement to be used for the township to install driveway pipe on township resident's property. The following procedure will be used - B. Sargent, Road Supervisor will speak to the homeowner where he believes a driveway pipe installation or upgrade will benefit the township. He will find out if the property owner is willing to buy the pipe, at township cost, have the road crew install the pipe and be willing to sign the agreement prepared by counsel. If the resident is willing, B. Sargent will bring that project, including cost, man hours, etc, to the next board meeting for approval by the board and signature by a commissioner on the document.

Mowing Shoulders - The Board spoke to B. Sargent about complaints received concerning the conditions of the grass on the shoulders of township roads. B. Sargent explained that he plans to schedule crew to complete that task when shoulders are complete.

The Board asked how many pipes have been installed throughout the township. B. Sargent stated he would report on that at the next meeting.

Archer Lane – The MCCD was to conduct a reinspection today. Discussion followed concerning the need to review and move forward the draft Erosion and Sedimentation Ordinance currently being reviewed by the Planning Commission.

**Administration - Manager's Report**

Regional Comprehensive Plan – The survey is out for people to complete to assist in providing direction for the updated plan. It is on the website and the township face book page.

Traffic Task Force - Meeting in September

Pocono Business Association – Discussion occurred on the next steps. The township manager was asked to send an email, requesting some future dates and to make all aware the Board would like the association to elect a board and a chairman.

Green Light Go 2015 – No update has been received from PennDot.

Green Light Go 2017 – Technical specifications are still being developed.

Savvy Citizen – The app is up and running. We currently have about 120 people signed up.

Constant Contact – The first newsletter was sent out on August 1<sup>st</sup> using Constant Contact. We have about 70 people signed up to receive the emails from the township. The report stated that 70% of those using constant contact have opened the newsletter.

Staff Training – The Board was informed that most staff have now been trained in Defensive Driving, Blood Borne Pathogens and Active Shooter. We are working with the trainer to find another date to get the final group of police trained. All road crew, park and administrative staff, except for the manager, has received training in CPR/AED and First Aid. The police department will be renewing their certificates this week and the manager will be training with them.

#### **TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project - no report – waiting on grant

Right Hand Turn Lanes - Resolution passed earlier tonight for submittal with grant.

TLC Bridge- Discussed earlier.

TLC Dam - Measurements were taken and a cost estimate is being prepared for the grant writer. It appears this project may cost approximately \$365,000.00 including permitting, engineering and design. Discussion followed on the cost of this replacement.

Culvert Cleaning Maintenance - No report

Master Sidewalk Plan - Everything has been submitted to grant writer on behalf of the township

Erosion and Sedimentation Ordinance – Very important to move this forward with the planning commission

Well at Mountain View Park -

He well produced 4 gallons per minute. The pump test will be performed on Tuesday, August 6, 2019 with samples being sent to the lab.

MS4 - no update

Generator – Phone bids are going out this week.

Bridge Inspections – Looked at bridges on Scotrun Avenue South and Learn Road. Bridges appear to be safe but should be listed as part of the Capital Improvement Plan

#### **TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - no report

White Oak Culvert easements - Documents have been recorded. Next step is to work with engineer to make the connection.

Breezewood Drive Easements – discussion with property owner

Health & Safety Ordinance – The Board can be expecting a draft this week.

Expansion of Water Line on Route 715 – The Board discussed this at their last meeting and were willing to consider this as part of the entire package of the sale of PJJWA



PJJWA - L. DeVito, Twp. Solicitor reported that a target date has been set for the end of the year to complete the sale of PJJWA to BCRA. A meeting was held with the solicitors to discuss the bulk agreement. A discussion was had concerning the possibility of grants to assist with the items that need to be repaired or upgraded within the system such as metes, a well pit for the trailer park, and leak detection and repairs. PJJWA is using funds to repair issues and prepare for this sale which is depleting the bank account. The Board should be aware that there is work that must be done and it has been insinuated that everyone, PJJWA, BCRA, Pocono Township and Jackson Township have to pay something.

Camelback Tornado Ride - J. Belvin made a motion, seconded by R. Wielebinski, to authorize the release of the Letter of Credit for the Camelback Tornado Ride in the amount of \$144, 143.90. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Recouping of Attorney Fees – Discussed earlier.

#### **PUBLIC COMMENT:**

Annabella Lastowski, Twp. Resident discussed the original dam and sidewalk as pictured on the wall and asked the board to consider doing away with the dam.

Ellen Gndt, Twp. Resident, commented on the board decision to have the solicitor send a letter to her attorney concerning recouping attorney fees, the unconstitutionality of the ordinance and the waste of money expended by the township on this lawsuit.

#### **ADJOURNMENT:**

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:35pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP  
Thursday, August 15, 2019

## SUMMARY

Ratify

General Fund	\$	602.56
Sewer Operating	\$	-
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	338,125.92
TOTAL Sewer <u>OPERATING</u> Fund	\$	107,107.36
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	-
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Interfund Transfer

Notes:

# POCONO TOWNSHIP CHECK LISTING

## RATIFY

Thursday, August 15, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll					
General Expenditures					
	07/22/2019	58728	CRAMER'S HOME BUILDING		
	08/01/2019	58729	KIMBALL MIDWEST		
			PUBLIC WORKS OPERATIONS SUPPLIES		\$ 460.78
			PUBLIC WORKS OPERATIONS SUPPLIES		\$ 141.78
			TOTAL PAYROLL		\$0.00
Sewer Operating Fund					
			TOTAL General Fund Bills		\$ 602.56

\$ -

### Sewer Construction Fund

### Capital Reserve Fund

TOTAL General Fund	\$	602.56	Transferred by:
TOTAL Sewer Operating	\$	-	
TOTAL Sewer Construction	\$	-	
Total Capital Reserve	\$	-	
	\$	602.56	Authorized by:



# POCONO TOWNSHIP CHECK LISTING

## Thursday, August 15, 2019

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	8/12/2019	58732	Access Office Technologies	Office supplies	\$ 209.85
	8/12/2019	58733	ADP, LLC	P/E 7/28/2019 Payroll	\$ 196.50
	8/12/2019	58734	Advanced Collision	Police Vehicle Maintenance	\$ 3,078.90
	8/12/2019	58735	ARGS Technology, LLC	IT Services - TWP & Police July	\$ 3,625.00
	8/12/2019	58736	BIU of PA, Inc.	Permit Fees	\$ 8,766.45
	8/12/2019	58737	Brodhead Creek Regional Authority	TWP Monthly Sewer	\$ 177.08
	8/12/2019	58738	Broughal & DeVito, L.L.P.	Legal services	\$ 11,895.50
	8/12/2019	58739	Commonwealth of Pennsylvania - PWS	Client 54570/Acct 878743 2019 Annual Fee	\$ 100.00
	8/12/2019	58740	D.G. Nicholas Co.	Public works vehicle supplies	\$ 135.24
	8/12/2019	58741	Eric A. Moses Co.	Operation supplies	\$ 217.60
	8/12/2019	58742	Eureka Stone Quarry, Inc.	Road materials	\$ 2,615.38
	8/12/2019	58743	Francis Smith & Sons Inc	PW contracted services	\$ 250.00
	8/12/2019	58744	H. M. Beers, Inc.	SEO Services - July 2019	\$ 1,515.00
	8/12/2019	58745	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 698.65
	8/12/2019	58746	Hilltop Sales & Services, Inc.	Park equipment maintenance supplies	\$ 781.22
	8/12/2019	58747	HUNTER KEYSTONE PETERBILT	Truck parts	\$ 1,924.52
	8/12/2019	58748	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 2,363.52
	8/12/2019	58749	Macmillan Oil Co. Of Allentown	PW operation supplies	\$ 638.00
	8/12/2019	58750	Metropolitan Telecommunications	Phones township	\$ 516.84
	8/12/2019	58751	Nauman Mechanical Inc.	Township building maintenance	\$ 344.60
	8/12/2019	58752	PAPCO, Inc.	Police vehicle fuel	\$ 2,608.48
	8/12/2019	58753	PMHIC	Health insurance premium	\$ 71,088.60
	8/12/2019	58754	Pocono Township Volunteer Fire Company	2019 Yearly Disbursement to Fire Co.	\$ 218,000.00
	8/12/2019	58755	PPL Electric Utilities	Electric service building traffic signals & park	\$ 1,529.37
	8/12/2019	58756	Site2	Offsite server backup	\$ 474.00
	8/12/2019	58757	Sparkle Car Wash	Police vehicle maintenance	\$ 6.00
	8/12/2019	58758	Staples Business Credit	Office operation supplies	\$ 561.20
	8/12/2019	58759	State Workers Insurance Fund	Fire Department workers comp.	\$ 2,372.00
	8/12/2019	58760	Stiff Oil Company	Heating oil	\$ 1,143.46
	8/12/2019	58761	Tulpehocken Mountain Spring Water Inc	Water	\$ 83.89
	8/12/2019	58762	UNIFIRST Corporation	Mats & uniform supplies	\$ 75.82

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
8/12/2019	58763	Vector Security, Inc	Contracted services	\$ 126.00
8/12/2019	58764	Wilson Products Compressed Gas Co.	PW operation supplies	\$ 7.25
<b>Sewer Operating Fund</b>				<b>\$ 338,125.92</b>
8/12/2019	1339	BLUE RIDGE COMMUNICATIONS	INTERNET SERVICE PUMP STATION	\$ 123.18
8/12/2019	1340	BRODHEAD CREEK REGIONAL AUTHORITY	SEPTEMBER SEWER TREATMENT 2019	\$ 95,086.08
8/12/2019	1341	BROUGHAL & DEVITO, L.L.P.	SEWER LEGAL SERVICES	\$ 2,820.00
8/12/2019	1342	METROPOLITAN TELECOMMUNICATIONS	PHONE SERVICE PUMP STATION	\$ 63.19
8/12/2019	1343	Pocono Management Associates LLC	CONTRACTED SERVICES 7/29/19 - 8/4/2019	\$ 1,802.64
8/12/2019	1344	Pocono Township	Admin services 7/29 - 8/9/2019	\$ 1,649.13
8/12/2019	1345	PPL Electric Utilities	ELECTRIC SERVICE PUMP STATIONS	\$ 1,686.18
8/12/2019	1346	KEYSTONE ENGINEERING	ENGINEERING SERVICES SCADA	\$ 695.00
8/12/2019	1347	PENNSYLVANIA ONE CALL	SEWER LEGAL SERVICES	\$ 114.46
8/12/2019	1348	SUBURBAN TESTING LABS	MONTHLY NPDES TESTING	\$ 480.00
8/12/2019	1349	UTILITY LOCATOR	SEWER MARKING	\$ 2,587.50
<b>TOTAL Sewer Operating</b>				<b>\$ 107,107.36</b>

**Sewer Construction Fund**

TOTAL Sewer Construction Fund \$ -

**Capital Reserve Fund**

TOTAL Capital Reserve Fund \$ -

**LIQUID FUELS**

TOTAL Liquid Fuels \$ -

**ESSA**

TOTAL General Fund \$ 338,125.92

TOTAL Sewer Construction Fund \$ -

Authorized by: \_\_\_\_\_

Approve

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating	\$	107,107.36		
Capital Reserve	\$	-		
Liquid Fuels	\$	-		
TOTAL ESSA TRANSFER	\$	445,233.28	Transferred by: _____	

August 17, 2019

**POLICE REPORT FOR JULY 2019**

The following are the recorded activities of the Pocono Township Police Department for the month of JULY 2019. Also listed are the available recorded activities for 2019 year to date, previous month, May 2018 and Year-end total 2018.

	July 2019	Y-T-D 2019	JUNE 2019	Y-E-T 2018	JUNE 2018
Incidents Investigated	1127	7047	1008	11740	910
Burglary / Fire Alarms Answered	78	500	62	949	100
Motor Vehicle ACC	66	367	47	595	39
Assaults	8	48	6	71	6
Narcotics	18	71	12	117	9
Criminal Arrests	39	183	23	399	31
Theft	21	108	21	325	24
DUI alcohol/drug impaired	8	81	18	139	11
Mental Health	7	52	5	84	4
Drug Overdose	2	14	1	n/a	n/a
Death Investigations	0	10	3	19	0
Assisting other agencies	32	236	31	412	29
Disorderly Conduct/Harassment	46	211	32	334	n/a
Traffic Citations Issued	184	1129	192	1650	118
Written Warnings	195	1446	213	2891	253
Traffic & Parking issues	40	272	27	354	43
911 Hang-up Calls	133	685	91	957	64

Mileage all Vehicles: 13,158

Income from Report Fees: \$525.30