



POCONO TOWNSHIP COMMISSIONERS
AGENDA

August 5, 2019 7:00 p.m.

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 –

Executive Session held – Wednesday, July 31, 2019 – personnel and negotiations
Please go onto the township website and complete the survey to assist with the update to the regional comprehensive plan

Hearings –

Ordinance 2019-04 Solid waste – Motion 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 (action item*)

Presentations –

Resolutions

Resolution 2019-15 – Motion to adopt Resolution 2019-15 to authorize 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 0611 Turning Lane Project. (action item*)

Resolution 2019-16 – Motion to adopt Resolution 2019-16 to authorize the application of a Multimodal Transportation Fund grant in the amount of \$1,284,824.16 from the Commonwealth Financing Authority to be used to complete the SR 0611 Tannersville Safety Enhancement Plan. (action item*)

OLD BUSINESS

1. Motion to approve the minutes of the July 15, 2019 meeting of the Board of Commissioners (action item*)

NEW BUSINESS

NEW BUSINESS**1. Personnel**

a.

2. Financial Transactions

- a. Motion to ratify vouchers payable received through August 1, 2019 in the amount of \$ 73,992.77 (action item*)
- b. Ratify gross payroll for pay period ending July 14, 2019 in the amount of \$99,588.23 and pay period ending July 28, 2019 in the amount of \$ 98,064.64 (action item*)
- c. Motion to approve vouchers payable received through August 1, 2019 in the amount of \$ 121,141.22 (action item*)
- d. Motion to approve capital expenditures received through August 1, 2019 in the amount of \$ 803,469.70 (action item*)
- e. Motion to approve the liquid fuel expenditures received through August 1, 2019 in the amount of \$ 489,000.00 (action item*)
- f. Motion to accept the quote from _____ in the amount of \$ _____ for the repair to the TLC Pedestrian Bridge as the lowest quote received. (action item*)
- g. Motion to roll over \$1M CD at ESSA for another 6 months at a rate current of 1.99% with a 2.00APY (action item*)
- h. Motion 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 this vehicle. (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

- a. Motion to approve Dean Hartshorn to attend the continuing education for pesticide license on September 3rd and 4th sponsored by Focus On Training at Best Western Scranton Airport 30 Concord Drive, Pittston, PA 18641 at a cost of \$255.00 plus mileage and expenses. (action item*)

Report of the President

Gerald Lastowski

- a. Discussion and motion to set forth the procedure for filling vacancy on Board of Commissioners (action item*)

Commissioners Comments

Richard Wielebinski – Vice President

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Update - intersection lighting

Reports

1. Public Works Report

- a. Update - road crew projects
- b. Update – Park operations
- c. Update – Lighting from Heritage Center to basketball court
- d. Update – retention basin on township property
- e. Driveway pipe replacement agreement and procedure (action item*)

2. Administration – Manager's Report

- a. Update – Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update - Business Association
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go - 2017
- f. Update – Savvy Citizen
- g. Staff Training
- h. Motion to grant the request by HealthEase to waive the pavilion rental fee of \$100.00 for the annual Sanofi Pasteur Softball Tournament on September 21, 2019 (action item*)
- i. Correspondence received from Camelback Resort granting an extension of consideration by the Board of Commissioners on the Lot 13 & Hotel project until December 31, 2019

3. 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. TLC Dam – plans and possible grant
- 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
- k. Update – Bridge inspections – Scotrun Ave South by Muldoon's; Learn Road by Pocono Farm stand

4. 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. Motion to authorize the release of the Letter of Credit for Camelback Tornado Ride in the amount of \$144,143.90. (action item*)
- f. Discussion on ordinance needed to expand water service area to commercial properties on Route 715 (action item*)
- g. Discussion on recouping attorneys fee from lawsuits.

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

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2019 -04

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
PENNSYLVANIA AMENDING CHAPTER 356, SOLID WASTE; ARTICLE III
MUNICIPAL WASTE; SECTION 356-14 REQUIRED COLLECTION AND HOURS OF
COLLECTION OF THE CODE OF CODIFIED ORDINANCES TO PROVIDE
CHANGES TO THE COLLECTION TIMES OF CERTAIN ESTABLISHMENTS IN
THE TOWNSHIP OF POCONO**

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania have enacted, by Ordinance, certain regulations dealing, in part, with required collection and hours of collection of municipal waste of certain establishments, which Ordinance has been amended from time to time; and

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania has determined that it would be in the best interest of the Township of Pocono to amend its Ordinance to include amended times of collection of municipal waste for certain establishments.

NOW, THEREFORE, be it and it is hereby ordained and enacted by the Board of Commissioners of the Township of Pocono, County of Monroe, Commonwealth of Pennsylvania as follows:

SECTION 1. Chapter 356, Solid Waste, of the Code of Ordinances of Pocono Township is hereby amended by amending Article III, Municipal Waste; §356-14, Required Collection and Hours of Collection, Subsection (E) to read as follows:

“E. Solid waste collection from commercial and institutional establishments shall only take place between the hours of 7:00 AM and 10:00 PM. Solid waste collection from industrial establishments shall only take place between the hours of 6:00 AM and 9:00 PM.”

SECTION 2. SEVERABILITY. The provisions of this Ordinance are severable, and if a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

SECTION 3. REPEALER. All ordinances or parts of ordinances or resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective five (5) days after adoption.

ORDAINED AND ENACTED this 5th day of August 2019, at a regular public meeting after public hearing thereon.

ATTEST:

BOARD OF COMMISSIONERS
OF THE TOWNSHIP OF POCONO

By: _____
Donna M. Asure
Assist. Township Secretary

By: _____
Gerald J. Lastowski
President

DRAFT

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION TO APPROVE SUBMISSION
OF A MULTIMODAL TRANSPORTATION FUND GRANT**

RESOLUTION NO. 2019-15

Be it **RESOLVED**, that the Township of Pocono, Monroe County Pennsylvania hereby requests a Multimodal Transportation Fund grant in the amount of \$750,000.00 from the Commonwealth Financing Authority to be used to complete the PA SR 0611 Turning Lane Project.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate the President of the Board of Commissioners and the Township Manager as the officials to execute all documents and agreements between the Township of Pocono and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 5th day of August 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Donna M. Asure
Title: Assist. Township Secretary

By: _____
Print Name: Gerald J. Lastowski
Title: President

**TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION TO APPROVE SUBMISSION
OF A MULTIMODAL TRANSPORTATION FUND GRANT**

RESOLUTION NO. 2019-16

Be it **RESOLVED**, that the Township of Pocono, Monroe County Pennsylvania hereby requests a Multimodal Transportation Fund grant in the amount of \$1,284,824.16 from the Commonwealth Financing Authority to be used to complete the SR 0611 Tannersville Safety Enhancement Plan.

Be it **FURTHER RESOLVED**, that the Applicant does hereby designate the President of the Board of Commissioners and the Township Manager as the officials to execute all documents and agreements between the Township of Pocono and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

RESOLVED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 5th day of August 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By: _____
Print Name: Donna M. Asure
Title: Assist. Township Secretary

By: _____
Print Name: Gerald J. Lastowski
Title: President

**REGULAR MEETING
MINUTES
July 15, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 07/15/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald Lastowski, present; Rich Wielebinski, present; Jerrod Belvin, present; Chad Kilby, present; Harold Werkheiser, absent.

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:

Wayne Mazur, Cobble Creek Estates President, commended the Board on their actions of repealing the short-term rental ordinance in residential districts. He thanked the police for responding to a firework incident this past weekend and discussed concerns about the bottle neck traffic issues on Sullivan Trail.

Val Kleyman, 151 Terrace – gave the Board a packet of information on how he operates short-term rentals. He presented ideas of the right way to permit short-term rentals.

Dwayne Kuerzic – Hamilton Township – commented on allowing short-term rentals and the fact that he believes the police department needs appropriate training for dealing with short-term rental issues.

ANNOUNCEMENTS:

J. Lastowski announced that the hearing scheduled for tonight concerning revisions on the Solid Waste Ordinance was moved until the August 5, 2019 meeting.

J. Lastowski made a motion, seconded by C. Kilby to authorize the solicitor to advertise for a public hearing on August 5, 2019 concerning revisions to the Solid Waste Ordinance. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski informed those present that there will be detours posted starting around the week of July 22nd for the installation of a gas line from Route 314 at Route 611 to Upper Swiftwater Road. Work should take approximately three to five days and will be done both day and night.

HEARINGS: none

PRESENTATIONS:

Interviews were held for the open positions on the Zoning Hearing Board. Interviewed were Keith Kunz, Chris Ortolan and Michael Velardi.

J. Belvin made a motion, seconded by C. Kilby, to appoint Keith Kunz as a regular member of the Zoning Hearing Board with a term to expire 12-31-21. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to appoint Michael Velardi as an alternate to the Zoning Hearing Board with a term to expire 12-31-21. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

BCRA Tanks and Pump Station Project – BCRA attended the meeting to discuss reasons for the requests for modifications for their plan.

C. Kilby made a motion, seconded by J. Belvin, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-43.A(6)(e)2e – Requirement of Steep slope easement. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

C. Kilby made a motion, seconded by R. Wielebinski, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-48.T(13)(a) – Access Drive Grade 10%. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

J. Belvin made a motion, seconded by J. Lastowski, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-48.W(1) – Maximum Cut and fill slope 3:1; Section 390-50.D(5) – Maximum Detention Basin Embankment Slope 4:1; Section 390-55.E(3) – Maximum Basin Side Slope 3:1. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

C. Kilby made a motion, seconded R. Wielebinski, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-55.D(1) and Section 390-55.D.3(d) – Street trees. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-48.T(13)(b) – Minimum width and driveway curb for Non-residential Uses. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

J. Belvin made a motion, seconded by C. Kilby, to approve the request for modification, by BCRA for the Tannersville Tanks and Pump Station project for SALDO Section 390-29.G(7) – Viewshed Analysis. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion Carried.

RESOLUTIONS:

Resolution 2019-15 - L. DeVito, Twp. Solicitor, explained the Resolution is to consider granting conditional approval of the CB H20 L.P., Lot 13 & Hotel Preliminary Land Development Plan.

J. Lastowski made a motion, seconded by R. Wielebinski – for discussion purposes, to adopt Resolution 2019-15 granting conditional approval of the CB H20, L.P., Lot 13 & Hotel Preliminary Land Development Plan. Discussion followed on the impact of traffic, the resolved DEP issues and the ability for emergency groups to be able to respond to the property. Richard Young of T&M spoke to the reviews performed on behalf of the township of this project. D. Asure reported that correspondence has been received granting a time extension until August 19, 2019.

J. Lastowski made a motion to table action on this item, seconded by C. Kilby. Roll Call Vote: R. Wielebinski, no; J. Lastowski, yes; C. Kilby, yes; J. Belvin, no. Motion failed.

J. Lastowski withdrew his motion, R. Wielebinski withdrew his second.

Camelback will be asked to come to the August 5, 2019 regular meeting of the Board of Commissioners to discuss this project further.

MINUTES:

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 07/01/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 07/10/2019 work session of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 07/11/2019 work session 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 –

Frank Cefali, Treasurer, gave highlights of the 2019 second quarter fiscal report. Some of the areas discussed included revenues and expenditures to date that are behind or above budget. F. Cefali stated that as of June 30, 2019 for the most part the budget is on target.

J. Lastowski made a motion, seconded by C. Kilby, for discussion, to move \$60,000.00 from the In Lieu of Fund into Capital Reserve as budgeted in the 2019 budget for park capital expenditures. Under Discussion Commissioner Kilby asked if this was budgeted. D.ASURE reported that it was. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify vouchers payable

J. Lastowski a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending 07/11/2019 in the amount of \$ 7,720.89. 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 J. Belvin, to ratify gross payroll for the pay period ending 07/07/2019 in the amount of \$92,322.96. 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 C. Kilby, to approve vouchers payable received through 07/11/2019 in the amount of \$ 159,376.75. 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 07/11/2019 in the amount of \$ 4,240.30. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

LSA Grant

J. Lastowski made a motion, seconded by J. Belvin, to execute the LSA Grant in the amount of \$450,000.00 for right-hand turn lanes from Route 611 onto Bartonville Avenue and Rimrock Road and authorize the President and Vice-President to execute the documents. Discussion followed concerning the total cost of the project, the possibility of using these funds as a match and whether or not one of the turn lanes could be completed with these funds. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorization - none**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President

Right turn only sign at Crossings. J. Lastowski discussed the sign, posted by the Crossings Outlet Mall's at the entrance onto Sullivan Trail – "Right turn only". The board discussed whether this was legal and/or could be enforced.

J. Lastowski made a motion, seconded by J. Belvin to have the township manager notify the Crossing's management that they must remove the right turn only sign from their exit onto Sullivan Trail. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski requested discussion by the Board on the implementation of the Amusement Tax. Currently, the tax is set to begin on August 1, 2019. Discussion followed on the pros and cons of implementing at this time or waiting.

J. Lastowski made a motion, seconded by R. Wielebinski, to table the implementation of the Amusement Tax until January 1, 2020. Under discussion the township manager was instructed to have everything ready to begin collection on this date. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski instructed the township manager to post the county's explanation of the re-assessment on the township website.

J. Lastowski passed on an invitation from the owners of Brookdale for a tour on Wednesday, July 24th at 5:30pm prior to the business opening.

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President - None

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby reported that the project is 85% complete and the township is receiving positive feedback on the lighting.

Traffic Task Force – C. Kilby reported on the recent Traffic Task Force work session held with PennDot and Senator Scavello. It was a positive meeting with many discussions on short term (1-3 year) fixes and long-term goals. The Green Light Go 2017 grant should help provide some relief as the newest technology in traffic lights will be installed to improve traffic flow. Discussion was had on having the 715/611 realignment project done in phases to be the least disruptive to traffic flow.

J. Lastowski reported that the board confirmed that TLC field was safe from being taken but the project is About 2.5 years away from having construction started. The Route 611 project should be completed in October 2020.

Jerrod Belvin - Commissioner

Commissioner Belvin discussed the need to have an alternate building codes inspector or company.

J. Belvin made a motion, seconded by C. Kilby, to authorize the use of SFM Consulting as the alternate building codes officials for Pocono Township subject to the Board's approval of the cost proposal. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to prepare an Ordinance amending the Township Ordinance adopting the Uniform Construction Code to provide for penalties and recovery of attorney's fees in the event the Township Building Codes Official determines that there has been a violation of the Uniform Construction Code. In addition, the Amendment should provide for the recovery of attorney's fees and costs in the event the Township files a Civil Action seeking enforcement. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

REPORTS:

EMERGENCY SERVICE REPORTS

POLICE – Chief Werkheiser gave his report of police activity for the month of June.

EMS – Joseph Monaco reported on the activities of the St. Luke's Ambulance Service.

FIRE - Absent

RECREATION COMMITTEE

D. Asure informed all about the upcoming movie and Kettle Creek program.

Public Works

Road Crew Projects - R. Sargent reported road pipes are being installed.

Park Operations - R. Sargent reported all is good at the park. The Board discussed the need for the score board to be painted at the park.

Fish Hill Road Storm System Project - R. Sargent reported the project is complete

Lighting from Heritage Center to Basketball Courts – R. Sargent reported he has not been able to work more on this project

2019 Road projects - R. Sargent reported the 2019 projects are complete

Drainage issues - 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 Township manager was asked to have the Chief of Police speak to the property owner who is using sandbags to block the drainage pipe.

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 RFP for the consultant will be released on July 17, 2019 with responses due one month later. It is hoped that consultant will be on board by October.

Traffic Task Force - Discussed earlier

Pocono Business Association - No update

Green Light Go 2015 – Should be out for bid with results in shortly

Green Light Go 2017 – Technical specifications are currently being put together so the municipalities can decide how to go out to bid, either jointly or separately.

Savvy Citizen – The app is up and running. Marketing materials should be here soon to start the campaign to encourage people to sign up and download the app. We have information on township website and face book already.

Constant Contact – D. Asure reported that she spoke with the company. For up to 2500 contacts per month it will be \$45.00 per month, no contract, end at any time.

J. Belvin made a motion, seconded by R. Wielebinski, to have the township manager work with Constant Contact to create the database for township use at a cost of \$45.00 per month for up to 2500 contacts. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project - no report

Right Hand Turn Lanes - discussion took place on the LSA grant and the cost of doing this project

TLC Bridge- Bid to be opened on August 5, 2019

TLC Dam - Plans being worked on to provide information to the grant writer

Culvert Cleaning Maintenance - No report

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

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

Well at Mountain View Park -

R. Wielebinski made a motion, seconded by J. Lastowski, to award the bid for the drilling of the well and abandoning the old well to Mayer's Well Drilling for a cost of \$14,450.00, contingent upon the township engineer and township solicitor preparing an agreement with all necessary documents to be executed by both parties. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

MS4 - no update

Bridge Inspections – looking at these as part of the Capital Improvement Plan

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - DEP taking action against owner

White Oak Culvert easements - Documents have been signed and notarized and will now be recorded

Breezewood Drive Easements - no update

Camelback Tornado Ride LIC - Discussion took place on this project. No action taken

Camelback Tubing Slope - J. Lastowski made a motion, seconded by C. Kilby, to authorize the release of the Letter of Credit for the Camelback Tubing Slope in the amount of \$250,759.30. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Injunction - 123 Windy Hill Drive - L. DeVito, Twp. Solicitor reported on the court hearings that lead to the injunction granted for 123 Windy Hill Drive. The Judge ordered that the home shall have an occupancy of no more than six (6) people, who are acting as a family and the basement area is banned from habitation. The court hearing on this injunction has been scheduled for October 31, 2019.

Expansion of BCRA water service area - Discussion took place on the request from BCRA to have the township pass an ordinance to expand the water service area and provide for mandatory hook-ups in the Area of Route 715 to several commercial properties. After discussion the board stated they would look favorably on this request as part of the entire discussion concerning the sale of PJJWA.

PJJWA Meeting - L. DeVito, Twp. Solicitor, reported on the outcome of a meeting with stakeholders in the sale of PJJWA to BCRA. It was reported to be a positive meeting with work still yet to be done to make this happen. The solicitors involved from all entities will be meeting on July 25, 2019 to discuss the agreement.

Recouping of Attorney Fees - Solicitor DeVito stated he would report on this at the next board meeting.

PUBLIC COMMENT: none

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 10:08pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Monday, August 5, 2019

SUMMARY

Ratify

General Fund	\$	269,025.91
Sewer Operating	\$	2,619.73
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	94,619.43
TOTAL Sewer <u>OPERATING</u> Fund	\$	26,521.79
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	803,469.70
Liquid Fuels	\$	489,000.00

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, August 5, 2019

General Fund		<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Payroll						
	07/19/2019				PAY 14 Pay Period ending 7-14-19	\$ 99,588.23
	08/02/2019				PAY 15 Pay Period ending 7-28-19	\$ 98,064.64
General Expenditures					TOTAL PAYROLL	\$197,652.87
	07/15/2019	58648		FULLER PAPER CO	TRASH BAGS PARK	\$ 223.10
	07/15/2019	58649		KYOCERA	POLICE & TOWNSHIP COPIERS	\$ 384.89
	07/15/2019	58650		KIMBALL MIDWEST	PW SUPPLIES	\$ 358.22
	07/15/2019	58651		PAPCO	POLICE VEHICLE FUEL	\$ 2,397.16
	07/15/2019	58652		POCONO RECORD	PW & TOWNSHIP ADVERTISEMENT	\$ 399.96
	07/15/2019	58653		PPL	ELECTRIC SERVICE JULY 2019	\$ 1,302.32
	07/16/2019	58654		AUSTIN K SO	REFUND SHORT TERM RENTAL APPLICATION	\$ 564.50
	07/16/2019	58655		FEELING GOOD LLC	REFUND SHORT TERM RENTAL APPLICATION	\$ 564.50
	07/16/2019	58656		RENATA NOWAK	REFUND SHORT TERM RENTAL APPLICATION	\$ 564.50
	07/19/2019	58657		CARDMEMBER SERVICES	LICENSES & SUPPLIES	\$ 765.92
	07/19/2019	58658		PMHIC	HEALTH INSURANCE PREMIUM	\$ 62,287.96
	07/19/2019	58659		VERIZON	POLICE CELL PHONES	\$ 612.10
	07/19/2019	58660		CARDMEMBER SERVICES	LICENSES AND SUPPLIES	\$ 416.58
	07/19/2019	58661		VERIZON	POLICE IPADS	\$ 70.06
	07/22/2019	58662		VERIZON	TOWNSHIP CELLPHONES	\$ 461.27
Sewer Operating Fund					TOTAL General Fund Bills	\$ 71,373.04
	07/15/2019	1317		PPL	ELECTRIC SERVICE PUMP STATION	\$ 2,128.76
	07/19/2019	1318		BLUE RIDGE	INTERNET SERVICE PUMP STATIONS	\$ 61.59
	07/19/2019	1319		VERIZON	MODEMS PUMP STATIONS	\$ 120.03
	07/19/2019	1320		VERIZON	SCADA PHONE LINE	\$ 38.05
	07/22/2019	1321		BLUE RIDGE	INTERNET SERVICE PUMP STATIONS	\$ 123.18
	07/29/2019	1322		METED	ELECTRIC SERVICE PUMP STATION 4	\$ 148.12
Sewer Construction Fund					\$ 2,619.73	
Capital Reserve Fund						
TOTAL General Fund						
TOTAL Sewer Operating						
TOTAL Sewer Construction						
Total Capital Reserve						

\$ 269,025.91 Transferred by:

2,619.73

\$ 271,645.64 Authorized by:

POCONO TOWNSHIP CHECK LISTING
Monday, August 5, 2019

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	8/1/2019	58663	ADP, LLC	Payroll services	\$ 577.56
	8/1/2019	58664	American Arbitration Association	Professional services	\$ 650.00
	8/1/2019	58665	AMERICAN UNITED LIFE INSURANCE CO.	GTL & short term disability insurance	\$ 1,970.10
	8/1/2019	58666	Beyer-Barber Company	Professional services police	\$ 350.00
	8/1/2019	58667	BIU of PA, Inc.	Permit Fees	\$ 3,613.40
	8/1/2019	58668	Boucher & James, Inc.	Engineering services	\$ 2,391.43
	8/1/2019	58669	Brodhead Creek Regional Authority	Q2 water	\$ 187.22
	8/1/2019	58670	Broughal & DeVito, L.L.P.	Legal services	\$ 1,095.00
	8/1/2019	58671	Cefali and Associates PC	Treasurer services	\$ 210.00
	8/1/2019	58672	Center for Education & Employment Law	Police subscriptions	\$ 262.45
	8/1/2019	58673	Cyphers Truck Parts	Truck parts	\$ 232.46
	8/1/2019	58674	D.G. Nicholas Co.	PW equipment maintenance	\$ 321.23
	8/1/2019	58675	DES	June 2019 Recycling	\$ 16.00
	8/1/2019	58676	Donna Kenderline Reporting	Professional services	\$ 430.50
	8/1/2019	58677	Double M Productions	Park Uniforms	\$ 234.00
	8/1/2019	58678	E.M.Kutz, Inc.	PW operation supplies	\$ 133.37
	8/1/2019	58679	Engle-Hambright & Davies, Inc.	D. Asure Bond	\$ 1,786.00
	8/1/2019	58680	Eureka Stone Quarry, Inc.	Road materials	\$ 3,785.33
	8/1/2019	58681	Frederick Wyckoff	9/7/19 Pavilion #2 Reimbursement	\$ 100.00
	8/1/2019	58682	GFOA	Fiscal administrator training	\$ 340.00
	8/1/2019	58683	Gotta Go Potties, Inc	Portable bathrooms MT. View Park	\$ 1,860.00
	8/1/2019	58684	Highmark Inc.	HRA fees	\$ 228.04
	8/1/2019	58685	HUNTER KEYSTONE PETERBILT	PW heavy equipment maintenance	\$ 567.58
	8/1/2019	58686	J & B Auto	PW supplies	\$ 2,191.36
	8/1/2019	58687	J & Z Professional Services LLC	July Cleaning Services	\$ 947.50
	8/1/2019	58688	J. P. Mascaro & Sons	July Waste Removal	\$ 198.64
	8/1/2019	58689	Medico Industries, Inc.	Truck parts	\$ 315.50
	8/1/2019	58690	Mountain Road Feed Store	PW supplies	\$ 18.00
	8/1/2019	58691	MRM Worker's Compensation Pooled Trust	Policy Period 10/1/18 to 9/30/19	\$ 10,900.09
	8/1/2019	58692	Nauman Mechanical Inc.	Building maintenance police & township buildings	\$ 6,501.37
	8/1/2019	58693	PAPCO, Inc.	Fuel police & public works	\$ 3,659.17
	8/1/2019	58694	PENTELEDATA	Internet service police	\$ 164.90
	8/1/2019	58695	PPL Electric Utilities	Electric service	\$ 13.71
	8/1/2019	58696	Praxair Dist Mid-Atlantic	PW operation supplies	\$ 26.90
	8/1/2019	58697	Shinetime Auto Wash & Lube	Police vehicle maintenance	\$ 86.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
8/1/2019	58698	Staples Credit Plan	Office supplies	\$ 355.23
8/1/2019	58699	Steele's Hardware	Operations supplies	\$ 707.89
8/1/2019	58700	STTC Service Tire Truck Centers, INC.	Park & PW equipment maintenance	\$ 1,800.22
8/1/2019	58701	Suburban Testing Labs	7/16/19 Water Testing Mt. View Park	\$ 100.00
8/1/2019	58702	Swank Motion Picture	Thursday on The Green movie fee	\$ 475.00
8/1/2019	58703	Tolls By Mail	Police tolls	\$ 9.50
8/1/2019	58704	Tulpehocken Mountain Spring Water Inc	Water township	\$ 83.89
8/1/2019	58705	UNIFIRST Corporation	PW uniforms & Mats	\$ 240.16
8/1/2019	58706	Warnick Welding & Fabrication	PW truck repairs	\$ 3,815.50
8/1/2019	58707	J. P. Mascaro & Sons	July TWP Waste Removal	\$ 270.45
8/1/2019	58708	PENTELEDATA	Internet service MT View Park	\$ 70.07
8/1/2019	58709	PPL Electric Utilities	Electric service traffic light	\$ 38.61
8/1/2019	58710	Steele's Hardware	PW operational supplies	\$ 287.82
8/1/2019	58711	Nationwide - 457	PAY 14 & 15 ER & EE CONTRIBUTIONS	\$ 7,246.72
8/1/2019	58712	AFLAC	SUPPLEMENTAL INSURANCE	\$ 452.42
8/1/2019	58713	Best Auto Service Center	POLICE VEHICLE MAINTENANCE	\$ 2,101.59
8/1/2019	58714	Broughal & DeVito, L.L.P.	TOWNSHIP LEGAL SERVICES	\$ 4,969.47
8/1/2019	58715	Gupko, Christopher	Police Uniform Reimbursement	\$ 279.95
8/1/2019	58716	MeLife - Non Uni. Pen. Plan	JULY 2019 ER CONTRIBUTIONS	\$ 5,202.21
8/1/2019	58717	PENTELEDATA	POLICE MODEM / INTERNET SERVICE	\$ 124.95
8/1/2019	58718	SCOTT JAMES	Police Uniform Reimbursement	\$ 576.87
8/1/2019	58719	SFM Consulting LLC	ZONING SERVICES JULY 2019	\$ 6,500.00
8/1/2019	58720	Sirchie Fingerprint Laboratories	Crime scene supplies & training	\$ 855.45
8/1/2019	58721	Teamster Local 773 - Non-Uniform	Non police dues	\$ 634.00
8/1/2019	58722	Teamster Local 773 - Police	Police dues	\$ 1,452.00
8/1/2019	58723	US BANK - Lockbox CM9722	JULY 2019 EMPLOYEE CONTRIBUTION	\$ 6,085.22
8/2/2019	58725	Fry's Plastic	PW operation supplies	\$ 819.43
8/2/2019	10/13/2060	JDM Consultants, LLC	Grant consulting & DCED grant application fee	\$ 2,700.00
Sewer Operating Fund				TOTAL General Fund \$ 94,619.43

Sewer Operating Fund

8/1/2019	1323	Boucher & James, Inc.	SEWER ENGINEERING	\$ 4,729.49
8/1/2019	1325	BROUGHAL & DEVITO, L.L.P.	Sewer legal professional services	\$ 2,115.00
8/1/2019	1326	Cramer, Swetz, McManus & Jordan	Sewer legal services	\$ 3,402.09
8/1/2019	1327	EEMA O&M Services Group, Inc.	O&M contracted services	\$ 7,314.38
8/1/2019	1328	J P Mascaro & Sons	WASTE REMOVAL JULY 2019	\$ 99.25
8/1/2019	1329	PA One Call System, Inc	SEWER MAPPING	\$ 71.94
8/1/2019	1330	PENTELEDATA	MODEM / INTERNET PUMP STATIONS	\$ 299.75
8/1/2019	1331	Pocono Management Associates LLC	CONTRACTED SERVICES 7/15 - 7/29/2019	\$ 3,174.37
8/1/2019	1332	Pocono Township	SEWER ADMIN SERVICES 7/1/19 -7/28/19	\$ 2,422.74

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
8/1/2019	1333	Steele's Hardware	OPERATION SUPPLIES	\$ 124.13
8/1/2019	1334	Utility Locator LLC	Contracted services utility locator	\$ 2,362.50
8/1/2019	1336	BRODHEAD CREEK REGIONAL AUTHORITY	OPERATION SUPPLIES (BILLS)	\$ 204.20
8/1/2019	1337	BRODHEAD CREEK REGIONAL AUTHORITY	Q2 WATER SERVICE	\$ 201.95
TOTAL Sewer Operating				\$ 26,521.79

Sewer Construction Fund

TOTAL Sewer Construction Fund \$ -

Capital Reserve Fund

08/02/2019	1075	Boucher & James	Engineering services capital projects	\$ 2,612.28
08/02/2019	1076	Play & Park Structures	Scoop diggers park equipment	\$ 2,174.77
08/02/2019	1077	Hanson Aggregates	2019 Paving & Line striping project	\$ 798,682.65
TOTAL Capital Reserve Fund				\$ 803,469.70

LIQUID FUELS

08/02/2019	58726	Hanson Aggregates	2019 Paving & Line striping project	\$ 489,000.00
TOTAL Liquid Fuels				\$ 489,000.00

ESSA

TOTAL General Fund	\$ 94,619.43	
TOTAL Sewer Construction Fund	\$ -	Authorized by: _____
Sewer Operating	\$ 26,521.79	
Capital Reserve	\$ 803,469.70	
Liquid Fuels	\$ 489,000.00	
TOTAL ESSA TRANSFER	\$ 1,413,610.92	Transferred by: _____

REGISTRATION FORM

Please complete and return to:

Focus on Training USA LLC
7 Chestnut Street
Quakertown, Pa. 18951

Phone: 215-651-5732
Fax: 215-536-4802
info@focusontrainingusa.com

Register on line at www.focusontrainingusa.com

Date(s) of Class: 9/3+4 Location: Pittston

# of Attendees	<u>1</u>	AM Right of Way Applications	\$85. ea.	\$
# of Attendees	<u>1</u>	PM Pesticide Protection	\$85. ea.	\$
# of Attendees	<u>1</u>	PM Aquatic Pest Control	\$85. ea.	\$
# of Attendees	<u>1</u>	AM Turf Pest Management	\$85. ea.	\$
# of Attendees	<u>1</u>	PM Ornamental Pest Control	\$85. ea.	\$
		Walk-in 10%		\$
		Total:		\$

Company Name Pocono Lwn
Attendee(s) Name Dean Hartshorn
Certified Applicator Number 301965

Address 112 Township Drive
Tannersville Pa 18372

Contact Phone # 570 629 1922

Fax # _____

E-mail _____

Method of Payment: ☐ PO # _____

☐ Check/Payable to "Focus on Training USA LLC"

☐ Visa ☐ Master Card ☐ American Express

CC # _____ Exp. Date _____

Card Code _____ Name on Card _____

Signature _____

Registration Deadline:

Space is limited.

Registration required no later than one week before meeting.

Receipt of payment required to confirm registration.

Any registration received after the deadline will be charged an additional 10%.

Lunch will be provided for any individual attending for a full day.

Refund Policy:

Focus on Training USA LLC reserves the right to cancel meetings. Meetings Cancelled by Focus on Training USA LLC will refunded 100% or rescheduled at no additional cost.

Attendance for Public meetings that are cancelled 3 or more days prior to the meeting will receive a full refund. Rescheduling to another class may be arranged in lieu of a refund.

Attendance for Public meetings that are cancelled less than 3 days prior to the meeting will be refunded the meeting fee less Focus on Training USA costs (approximately receiving a 70% refund). In case of emergency rescheduling to another class at a decreased cost may be arranged in lieu of a refund.

Failure to attend without notifying Focus on Training USA LLC will result in denial of any possible refund or credit.

Choice of refund or credit will be at the discretion of the attendee.

Credit card payment fees may be deducted from refunds.



PO BOX 168
TANNERSVILLE, PA 18372
P. 570.629.1661

July 25, 2019

Pocono Township Commissioners
112 Township Drive
Tannersville, Pa. 18372

Attention: Gerald Lastowski, Chairman

Subject: Lot 13 and Hotel Land Development Application – Review Time Extension

Dear Commissioners:

This letter is to confirm CBH2O, LP (here known as Camelback Resort) waives the specific requirement set forth in the Municipal Planning Code section 508 and the Pocono Township Subdivision and Land Development Ordinance requiring the Commissioner to render a decision within a specified time for the above described Land Development Application. CBH2O is in the process of transitioning the operating leasehold of the Camelback facilities to KSL Resorts. CBH2O grants an extension of the time period to render a decision on the application until December 31, 2019 and requests the application be tabled at this time. It is anticipated this will allow the new facility operators to participate in the application process with Pocono Township.

Thank you for your kind cooperation.

Very truly yours,

Brian Czarniecki
President & COO Camelback Resort

RECEIVED

JUL 25 2019

POCONO TOWNSHIP