

POCONO TOWNSHIP COMMISSIONERS

MEETING AGENDA

January 16, 2018 6:45 p.m.

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Interview – Vacancy Board Chair
- 4) Announcements:

- 5) 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.*

- 6) Presentations –

- 7) Approval of Minutes

- a. Meeting – January 2, 2018

- 7) Approval of Bills and Transfers

- a. Check ratification list for prior period dated January 16, 2018
- b. Check Listing dated January 16, 2018

- 8) Report of the President

Reinvest \$1M CD – ESSA – due February 3<sup>rd</sup>  
Parliamentarian

- 9) Commissioners Comments

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

SMO – Sewer Management Ordinance  
Public Comment

Jerrold Belvin – Commissioner

Emergency Management issues  
Civil Service Work Related Injury Policy

- 10) Reports

- a. Emergency Services

- Police
- Fire

- EMS

b. Park Board

c. Finance Committee

Appointments to finance committee

d. Sewer Committee

Kalahari

e. Administration – Manager's Report

Appoint Representative to COG

Use of Township Building for Election

Township Secretary

Resignation of Peter Hansel from Civil Service

Bills and Transfer

Safety Committee

Advertise for boards – sewer, renovations

Permission to bid/co-star purchase 2018 approved items –

➤ Police Cars (3)

➤ Enclosure for Valve Station 5

➤ Additional Road Paving Projects

➤ Trucks – Tandem and Single Axle

➤ Road Materials

➤ Lawn Mower

Remove signatories from Bank Accounts

f. Public Works Report

Wilke Road Stream Stabilization

Road Master

g. Township Engineer Report

Status Report on Sewer Redesign

Route 611 Sewer Line Relocation Work Update

Sanofi Sanitary Sewer Easement

Classic Quality Homes – lot consolidation

Payment Application #4 – Milnes

FEMA Flood Plain Administrator – engineer proposal

Exxon Monitoring Wells

Meyers (Kreider) escrow for improvement

White Oak Drive Culvert

h. Township Solicitor Report

ESSA Loan Modification

Chief Contract

Manager Contract

Execute Confidentiality Agreements

11) Resolutions and Ordinances

Resolution 2018 - 01 – Appointing Pamela Tripus, Recording Secretary

Resolution 2018 – 02 – Appointing Pamela Tripus, Recording Secretary,  
Planning Commission

Resolution 2018 – 03 – Setting Board of Commissioners Meeting Times and  
Dates

Resolution 2018 – 04 – Bank Depositories

Resolution 2018 – 05 – Signatories

Resolution 2018 – 06 – Appointing Frank Cefali, Interim Treasurer

Resolution 2018 – 07 – Appointing Donna M. Asure, Township Manager

Resolution 2018 - 08 – Appointing Kent Werkheiser, Chief of Police

Resolution 2018 – 09 – Appointing Building Inspection Underwriters for SEO, ZO  
and Building Code Services

Resolution 2018 – 10 – Appointing Broughal & DeVito, LLP, Township Solicitor

Resolution 2018 – 11 – Appointing Flamm, Walton, Heimbach, Solicitor for  
Union Negotiations

Resolution 2018 – 12 – Appointing Boucher & James, Township Engineer

Resolution 2018 – 13 – Appointing Donna M. Asure, Interim Township Secretary

Resolution 2018 – 14 – Appointing Pamela Tripus, Right to Know Officer and  
Donna M. Asure, Alternate Right to Know Officer

Resolution 2018 - 15 – Reappointing Scott Gilliland & Jeremy Sawicki to  
Pocono Township Planning Commission

Resolution 2018 – 16 – Reappointing Don Simpson to Civil Service Commission

Resolution 2018 – 17 – Reappointing Christopher Ortolan and Randy  
Peechatka, Representatives to PJJWA

Resolution 2018 – 18 – Reappointing Tom Wise as Representative to BCRA

Resolution 2018 – 19 – Appointing the 2018 Pocono Township Fire Police

Resolution 2018 – 20 – Appointing Tom Felver to Monroe County Tax Collector  
Committee

Resolution 2018 – 21 – Appointing Jerrod Belvin, Township Emergency  
Management Coordinator

Resolution 2018 - 22 – Setting the 2018 Mileage Rate

Resolution 2018 – 23 – Appointing Judith Linder, Deputy Tax Collector

Resolution 2018 – 24 – Appointing Maria Candelaria, Pocono Representative to  
Eastern Monroe Public Library Board

Resolution 2018 – 25 – Appointment of Township Secretary

Resolution 2018 – 26 - ESSA Loan Modification

Resolution 2018 – 27 – Employment Agreement with Chief of Police

Resolution 2018 - 28 – Employment Agreement with Township Manager

Resolution 2018 – 29 - Park Board Authority

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  
REORGANIZATIONAL AND REGULAR MEETING MINUTES  
JANUARY 2, 2018, 7:00 P.M.**

Leo DeVito, Solicitor, opened the meeting at 7:00 p.m. followed by the Pledge of Allegiance.

**ROLL CALL:** Richard Wielebinski, present; Robert M. DeYoung, present; Harold Werkheiser, present at 8:40 p.m.; Gerald Lastowski, present; and Jerrod Belvin, present.

**PRESENT:** Leo DeVito, Solicitor, Jon Tresslar, Engineer, and Donna Asure, Twp. Manager were present.

**ELECTION OF OFFICERS:**

**PRESIDENT OF THE BOARD OF COMMISSIONERS:**

L. DeVito opened the floor for nominations for President.

R. Wielebinski nominated J. Lastowski, seconded by J. Belvin. Hearing no other nominations L. DeVito requested a motion to close the nominations.

R. Wielebinski made a motion, seconded by J. Belvin, to close the nominations. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint J. Lastowski as President of the Board of Commissioners. All in favor. Motion carried.

**VICE-PRESIDENT OF THE BOARD OF COMMISSIONERS:**

President J. Lastowski entertained nominations for Vice-President.

J. Belvin nominated B. DeYoung as Vice-President, seconded by R. Wielebinski. Hearing no other nominations, President J. Lastowski requested a motion to close the nominations. R. Wielebinski made a motion, seconded by J. Belvin, to close the nominations. All in favor. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to appoint R. DeYoung as Vice-President of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:** None

J. Lastowski suspended the agenda to appoint a Recording Secretary for Board of Commissioners and Planning Commissions. R. Wielebinski made a motion, seconded by R. DeYoung, to suspend the agenda to appoint a recording secretary for the Board of Commissioners and Planning Commission. All in favor. Motion carried.

**RECORDING SECRETARY BOARD OF COMMISSIONERS:**

R. Wielebinski made a motion, seconded by B. DeYoung, to appoint Pamela Tripus as Recording Secretary for the Board of Commissioners at the current hourly rate plus overtime.

Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**RECORDING SECRETARY PLANNING COMMISSION:**

R. Wielebinski made a motion, seconded by B. DeYoung, to appoint Pamela Tripus as Recording Secretary for the Planning Commission at the current hourly rate plus overtime.

Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**MEETING TIMES AND DATES:** R. Wielebinski made a motion, seconded by J. Belvin, to set the Township Meeting dates as the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 7:00 p.m., unless the Monday is a legal or Township holiday which then the meeting will occur the following day, Tuesday. Discussion followed.

Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP DESPOSITORIES:** R. Wielebinski made a motion, seconded by B. DeYoung to establish the Township Depositories as follows: ESSA, Keystone Bank, Wayne Bank, and Citizens Bank. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**SIGNATORIES ON TOWNSHIP BANK ACCOUNTS:** R. Wielebinski made a motion, seconded by J. Belvin, to approve Gerald Lastowski, President; Robert M. DeYoung, Vice-President; Harold Werkheiser, Commissioner; Jerrod Belvin, Commissioner; Richard Wielebinski, Commissioner; Frank Cefali, Interim Treasurer; and Donna M. Asure, Township Manager. Tom Felver, Twp. Resident, suggested two signatures. Discussion followed as to the requirement of the Treasurer to sign all checks. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**INTERIM TOWNSHIP TREASURER:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Frank Cefali as Interim Township Treasurer at a rate of \$140.00 per hour. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP DEPUTY TREASURER:** R. Wielebinski questioned the need for the position. D. Asure explained it is required only in the case the Treasurer is unavailable for an extended length of time. Under 1<sup>st</sup> Class code the Township Manager cannot serve as Deputy Treasurer. No action taken.

**TOWNSHIP MANAGER:**

B. DeYoung made a motion, seconded by J. Belvin, to appoint Donna M. Asure as Township Manager at a salary of \$85,000 per year for a term until 12/31/2018 with an amendment to the Manager's contract. Roll call vote: R.

Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes.  
Motion carried.

J. Lastowski noted the current board will consider for discussion, if performance evaluations and merit pay will be used in the future.

**POCONO TOWNSHIP COMMISSIONERS' REORGANIZATION MEETING, 01/02/2018 Pg. 3**

**CHIEF OF POLICE:** J. Belvin made a motion, seconded by B. DeYoung, to appoint Kent Werkheiser as Chief of Police at a salary of \$90,000 per year for a term until 12/31/2018. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**BIU CONTRACT FOR ZONING OFFICER, SEWER ENFORCMENT OFFICER AND BUILDING CODES ENFORCEMENT OFFICER:**

R. Wielebinski made a motion, seconded by B. DeYoung, to enter into a contract with Building Inspector Underwriters to provide Zoning, Sewer Enforcement and Building Codes Enforcement Officers for Pocono Township.

L. DeVito noted the contract is a 1 year term with automatic renewal unless notification is received 30 days prior to the end of year. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP SOLICITOR:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint the firm of Broughal & DeVito as Township Solicitor for Labor and General matters. Discussion - J. Lastowski noted Thomas Heimback of Flamm, Walton, Heimbach, is the current solicitor actively involved in Union negotiations.

R. Wielebinski amended his motion, seconded by J. Belvin, to maintain Tom Heimack of Flamm, Walton, Heimbach for Public Works Union negotiations. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint the firm of Broughal & DeVito LLP as Township Solicitor for General and Labor matters. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP ENGINEER:**

J. Lastowski made a motion, seconded by B. DeYoung, to appoint Boucher & James as Township Engineer. R. Wielebinski questioned the terms of the appointment. L. DeVito, Twp. Solicitor, noted the Engineer and Solicitor serve at the pleasure of the Board of Commissioners.

Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**TOWNSHIP CONFLICT ENGINEER:**

Jon Tresslar, Boucher & James, Inc. explained the need for conflict engineer, noting T&M Engineering was the conflict engineer last year. L. DeVito noted the Board can go out for RFP's for conflict Engineer and Solicitor firms if needed. **No action taken.**

**TOWNSHIP SECRETARY:**

J. Lastowski made a motion, seconded by R. Wielebinski, to appoint Donna Asure as Township Secretary. J. Lastowski questioned the amount of work involved. J. Belvin questioned the time required for the additional duties. Discussion followed. J. Lastowski amended the motion, seconded by R. Wielebinski to appoint Donna Asure as Interim Township Secretary at the existing salary. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, no. Motion carried.

**POCONO TOWNSHIP COMMISSIONERS' REORGANIZATION MEETING, 01/02/2018 Pg. 4**

**RIGHT-TO-KNOW OFFICER:**

J. Belvin made a motion, seconded by B. DeYoung, to appoint Pamela Tripus as Right-To-Know Officer. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**ALTERNATE RIGHT-TO-KNOW OFFICER:**

R. Wielebinski made a motion, seconded by B. DeYoung, to appoint Donna M. Asure as alternate Right-to-Know Officer. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**PUBLIC WORKS DIRECTOR:** R. Wielebinski made a motion, seconded by B. DeYoung, to table the Public Works Director position until a Road Master is hired. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**PLANNING COMMISSION APPOINTMENTS:**

R. Wielebinski made a motion, seconded by B. DeYoung to reappoint Scott Gilliland to the Pocono Township Planning Commission for a 4 year term expiring 12/31/2021. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by B. DeYoung to reappoint Jeremy Sawicki to the Pocono Township Planning Commission for a 4 year term expiring 12/31/2021. Roll call vote: R. Wielebinski, no; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**CIVIL SERVICE COMMISSION APPOINTMENTS:** J. Belvin noted his resignation from the Commission.

B. DeYoung made a motion, seconded by R. Wielebinski, to reappoint Don Simpson to the Civil Service Commission for a 6 year term expiring 12/31/2023. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Belvin noted two positions are opened on the Civil Service Commission. Discussion followed on the time for interviewing and advertising vacancies on the various boards. J. Lastowski noted a previous motion on 07/03/2017 allowed only 1 week openings.

J. Lastowski made a motion, seconded by R. Wielebinski, to advertise openings for two weeks for any type of positions or vacancies. Roll call

vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

D. Asure noted under the previous motion all volunteers and reappointments would be interviewed.

J. Lastowski made a motion, seconded by R. Wielebinski, to interview all applicants for vacant positions including applicants whom terms expired for position unless that applicant was reappointed. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP COMMISSIONERS' REORGANIZATION MEETING, 01/02/2017 Pg. 5**  
**ZONING HEARING BOARD:**

J. Lastowski asked for a motion to reappoint Diane Zwiefel to the Zoning Hearing Board. Hearing no motion, no action was taken.

Diane Zwiefel, Twp. Resident, questioned the Board's decision not to reappoint her to the Zoning Hearing Board. B. DeYoung responded the Board decided to advertise for the position. J. Lastowski explained he wished a more flexible person to serve in the position. R. Wielebinski noted anyone interested may submit a resume and will be considered with all other applicants.

**VACANCY BOARD:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Tom Felver to the Vacancy Board for a 1 year term expiring 12/31/2018. Discussion followed. Two persons have submitted letters of interest. Diane Zwiefel, Twp. Resident, questioned if the position would be advertised.

The Board concurred to interview the two candidates before the next meeting. R. Wielebinski withdrew his motion. No Action taken.

**PJJWA (POCONO JACKSON JOINT WATER AUTHORITY) REPRESENTATIVE:**

R. Wielebinski made a motion, seconded by J. Belvin, to reappoint Randy Peechkata and Chris Ortolan to the PJJWA for a term expiring 12/31/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**BCRA (BROADHEAD CREEK REGIONAL AUTHORITY) REPRESENTATIVE:**

R. Wielebinski made a motion, seconded by B. DeYoung, to reappoint Tom Wise as the BCRA representative for a term expiring 12/31/2022. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP FIRE POLICE:**

B. DeYoung made a motion, seconded by J. Belvin, to appoint the following as Pocono Township Fire Police:

Alvin Kresge Sr.

Kevin Kresge

Richard Shay

Chris Kinsley, Sr.

Corey Sayre

Gerald Lastowski



Steve Jacobs  
Thomas Kresge  
Chris Kinsley, Jr.  
Donald Simpson  
Peter Gallaher  
William Ward  
Robert Gupko  
Dave Sanchez  
Angela Tullo

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes;  
and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP COMMISSIONERS' REORGANIZATION MEETING, 01/02/2018 Pg. 6**  
**MONROE COUNTY TAX COMMITTEE:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Tom Felver  
as representative to the Monroe County Tax Committee. Roll call vote: R.  
Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes.  
Motion carried.

**EMERGENCY MANAGEMENT COORDINATOR:**

R. Wielebinski made a motion, seconded by B. DeYoung, to appoint Jerrod  
Belvin as Emergency Management Coordinator. Roll call vote: R.  
Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin,  
abstained. Motion carried.

**MILEAGE RATE FOR 2018:** B. DeYoung made a motion, seconded by R.  
Wielebinski, to set the mileage rate at 54.5 cents per mile as per the IRS  
rate. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung,  
yes; and J. Belvin, yes. Motion carried.

**EIT TAX COLLECTOR:** Tom Felver, Twp. Resident, and appointee to the Monroe  
County Tax Committee informed the board that Monroe County appoints the  
EIT Tax Collector and L. DeVito confirmed no action was needed by the  
Board.

**DEPUTY TAX COLLECTOR:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Judith  
Linder as Deputy Tax Collector as recommended by Patricia Michael, Pocono  
Twp. Tax Collector and as required by Act 48-2015. Roll call vote: R.  
Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes.  
Motion carried.

**BUILDING CODE OF APPEAL BOARD:**

Previously Scott Mango, Mike Wilk, and Mike Velardi were appointed in  
2015. L. DeVito, Twp. Solicitor, noted it is only needed in case of an  
appeal of a Building Code requirement. J. Lastowski made a motion,  
seconded by R. Wielebinski, to table the appointment of the Building Code  
of Appeal Board. J. Lastowski withdrew his motion. No action was taken.

**EASTERN MONROE COUNTY PUBLIC LIBRARY REPRESENTATIVE:**

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Marie Candelaria as Pocono Township's Representative to the Eastern Monroe County Public Library Representative with Jackson Township's approval. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**NON-UNIFORM EMPLOYEES HOURLY RATES:**

J. Lastowski made a motion, seconded by B. DeYoung, to table the Non-Uniform Employee Hourly Rates for Pamela Tripus, Christine Brodsky, and Paola Razzag until the Board has time to review. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**All of the above Motions will be confirmed by Resolution by the Board of Commissioners**

**POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 01/02/2018****Pg. 7**

At 8:05 p.m., J. Lastowski suspended the meeting for a short break at the end of the Reorganizational Meeting and reconvened the meeting at 8:10 p.m. into the Regular Meeting.

**ANNOUNCEMENTS:** None

**PRESENTATIONS:** None

**APPROVAL OF MINUTES:**

J. Lastowski made a motion, seconded by B. DeYoung, to adopt into record, the Regular meeting minutes of 12/18/2017 as drafted. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**BILLS AND TRANSFERS:**

J. Lastowski made a motion, seconded by B. DeYoung, to ratify the Bills list for prior period dated 01/02/2018. R. Wielebinski questioned the invoice for JPA Masonry LLC for approval of the cost. D. Asure explained the invoice was for a brick memorial at Mt. View Park. Roll call vote: R. Wielebinski, no; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to approve Check listing 01/02/2018. E. Gndt questioned if the Network Fleet bill in the amount of \$29.95, was a credit. D. Asure noted it was confirmed with the Police Chief but will request a single invoice for the amount. J. Lastowski amended his motion to approve Check Listing dated 01/02/2018 with the exception of the Check #56600 in the amount of \$29.95, seconded by J. Belvin. Roll call vote: R. Wielebinski, no; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT:**

Jerry Lastowski

A) Medivac Services

J. Lastowski requested State Representative Jack Rader and Rodney Wolf, St. Luke's, to work to find a solution to providing the closest helicopter service for emergencies. Discussion followed. Ellen Gndt, Twp. Resident, questioned if the Township had a contract with Monroe County Dispatch and noted a conflict of interest with a Medcom board member. J. Lastowski directed D. Asure to check the contract and conflict.

**COMMISSIONERS COMMENTS:**

Jerrold Belvin, Commissioner, suggested non-disclosure agreements for Donna Asure, Pamela Tripus, Paola Razzaq, and Christine Brodsky. J. Belvin made a motion, seconded by R. Wielebinski to authorize the Twp. Solicitor to draft non-disclosure agreements for Donna M. Asure, Township Manager; Pamela Tripus, Dee Ackerman, Paola Razzaq, and Christine Brodsky. Roll call vote: R. Wielebinski, yes; B. DeYoung, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 01/02/2018**

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**COMMISSIONER COMMENTS CONT:**

Bob DeYoung, Commissioner, no report

Richard Wielebinski, Commissioner, requested an executive session to discuss litigation after the meeting.

- 1) Property Management Ordinance - R. Wielebinski suggested the Board consider a Property Management ordinance to address properties that are in disrepair. Michael Tripus, Zoning Officer, spoke concerning the Township's dangerous structure Ordinance. Discussion followed on ways to improve the Township and address blighted properties. J. Lastowski requested D. Asure provide the sample ordinances for the Board of Commissioners review. R. Wielebinski questioned the notices to residents to maintain their septic systems. Discussion followed.

**REPORTS:**

FINANCE COMMITTEE - J. Lastowski suggested reaching out to citizens in the community for persons to serve on the Finance, Construction, and Sewer Committee. J. Belvin suggested the Board consider an Economic and/or Business association. Discussion followed. No action taken.

SEWER COMMITTEE - B. DeYoung reported \$276,000 Tapping fees are owed to the Township. Discussion followed as to the next steps to pursue. J. Lastowski noted a 'soft' letter was sent to the property owners. D. Asure requested the Board review the list of the 38 property owners owing tapping fees to confirm there are no other outstanding reasons for failure to connect. Discussion followed.

Harold Werkheiser joined the meeting at 8:40 p.m. and reported on the status of the Route 715 and Route 611 realignment. He noted that PennDOT may be changing the location of the realignment. J. Lastowski suggested

inviting PennDOT to a Public Township meeting to update the Board and residents.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the Twp. Manager to contact PennDOT to attend a public meeting and share the plans for the realignment of Rt. 715 & Rt. 611. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

#### ADMINISTRATION - MANAGER'S REPORT

- 1) Site 2 Back up - D. Asure explained the Site 2 is a Disaster backup system for the sewer system. L. DeVito, Twp. Solicitor, is reviewing the contract. No action taken.
- 2) Cell carrier company request to locate cell tower in Pocono Township. D. Asure noted a company has contacted the Township concerning placing a Cell tower on the Mt. View Park property. J. Lastowski directed the Manager to obtain more information. No action taken.

#### **POCONO TOWNSHIP COMMISSIONERS' REGULAR MEETING, 01/02/2018 ADMINISTRATION - MANAGER'S REPORT CONT.**

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- 3) Emergency Systems - Contract Renewal - D. Asure, Twp. Manager, explained the contract is for Sewer System Maintenance. B. DeYoung made a motion, seconded by R. Wielebinski, to approve Emergency Systems Contract Proposal dated 12/15/2017 for services for the calendar year 2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.
- 4) CS Davidson, Inc. (Permit Manager) - 2018 Agreement. R. Wielebinski made a motion, seconded by B. DeYoung, to approve CS Davidson, Inc. Annual Support and Maintenance Agreement dated 12/16/2017. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**PUBLIC WORKS REPORT:** D. Asure, Twp. Manager, reported the Public Works Department assisted with two recent fires. R. Wielebinski questioned if the Township Public Works was covered if injured during a fire. Discussion followed. D. Asure will contact the insurance agent concerning coverage.

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

- 1) Status Report on Sewer Redesign - Jon Tresslar, Twp. Engineer, reported on the status of the redesign. Discussion followed on the ability of the pinch valves handling increased flows. J. Tresslar indicated it had been addressed. D. Asure, Twp. Manager, noted electric blankets were ordered for Pump Station 5's screw screen. An estimate to cover the screen with a structure will be approximately \$90,000 to \$100,000.

- 2) Route 611 Sewer Line Relocation Work Update
- 3) Sanofi Sanitary Sewer Easement
- 5) Classic Quality Homes - Lot Consolidation - J. Tresslar noted he is waiting for revised plans.

**TOWNSHIP SOLICITOR'S REPORT:** No report

**RESOLUTIONS AND ORDINANCES:** None

**PUBLIC COMMENT:** None

**ADJOURNMENT INTO EXECUTIVE SESSION:** R. DeYoung made a motion, seconded by R. Wielebinski, to adjourn the meeting into executive session to discuss a potential litigation issue at 9:05 P.M. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; H. Werkheiser, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried

# Pocono Township

January 16, 2018

## SUMMARY

### Ratify

General Fund	\$	85,388.61
Sewer Operating	\$	299.75
Sewer Construction	\$	-

### Bill List

TOTAL General Fund	\$	200,747.88
TOTAL Sewer <u>OPERATING</u> Fund	\$	88,769.73
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	10,636.00
TOTAL Capital Reserve Fund	\$	-

### Budget Adjustments

\$ -

### Budget Appropriations

\$ -

### Notes:

# Pocono Township Check Listing

Ratify

January 16, 2018

	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund					
Payroll	01/05/2018			Pay 27, 2017	84,992.22
				TOTAL PAYROLL	<u>\$84,992.22</u>
General Expenditures	1/9/2018	56622	Kimbal Midwest	Supplies (Ratified to take 1% discount)	396.39
				TOTAL General Fund Bills	<u>\$396.39</u>
Sewer Operating Fund	01/11/2018	2032	PENTELEDATA	Internet Sewer Pump	299.75
				TOTAL Sewer Operating	<u>\$ 299.75</u>

## Sewer Construction Fund

TOTAL Sewer Construction Fund \$ -

## Capital Reserve Fund

TOTAL General Fund	\$85,388.61			TOTAL Capital Reserve Fund	\$ <u>-</u>
TOTAL Sewer Operating	299.75				
TOTAL Sewer Construction	-				
				Transferred by:	
				<u>\$85,688.36</u>	

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

## POCONO TOWNSHIP CHECK LISTING

January 16, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>General Fund</b>				
1/10/2018	56623	Teamster Local 773	Police Union Dues Jan 2018	\$ 1,120.00
1/10/2018	56624	US Bank	Police Pension Employee Contribution December 2017	\$ 5,334.09
1/10/2018	56625	Teamster Local 773	Non Union Dues Jan 2018	\$ 506.00
1/10/2018	56626	MetLife	Non Police Pension December 2017 Employer Contribution	\$ 3,806.73
1/10/2018	56627	Abby Glen Pet Memorial Park	Drug Disposal	\$ 212.50
1/10/2018	56628	American Arbitration Association	Grievances	\$ 1,100.00
1/10/2018	56629	APMM	Pennsylvania Municipal Management Membership - Asure	\$ 165.00
1/10/2018	56630	ARGS Technology, LLC	IT Service - Police	\$ 750.00
1/10/2018	56631	Avail Business Systems, Inc.	Files	\$ 3,107.68
1/10/2018	56632	BIU of PA, Inc.	ZO/SEO/BIU	\$ 8,764.05
1/10/2018	56633	Brodhead Creek Regional Authority	Sewer	\$ 208.34
1/10/2018	56634	Kresge, Daniel	Reimbursement of Jan 2018 Police Union Dues	\$ 75.00
1/10/2018	56635	Cargill Incorporated	Salt & Clearlane	\$ 17,626.56
1/10/2018	56636	CHS PROFESSIONAL SERVICES	Staples exam	\$ 593.19
1/10/2018	56637	D.G. Nicholas Co.	Supplies and Parts	\$ 110.35
1/10/2018	56638	DCED	4th Quarter Code Official Training Account	\$ 264.00
1/10/2018	56639	Galls	Restraint belt	\$ 20.08
1/10/2018	56640	Hanson Aggregates Pennsylvania LLC	1/4 Wash	\$ 2,434.15
1/10/2018	56641	Highmark Inc.	Spending Account	\$ 867.88
1/10/2018	56642	Howarth, Carl	Coffee and Supplies	\$ 88.00
1/10/2018	56643	Hunter Keystone Peterbilt	Alternator	\$ 222.35
1/10/2018	56644	J & B Auto	Police Vehicle Repairs	\$ 1,116.01
1/10/2018	56645	Jack Williams Tire Company, Inc.	Tires Unit #91	\$ 110.00
1/10/2018	56646	Keystone Business Products	Copier Cost - Police	\$ 371.03
1/10/2018	56647	Metropolitan Telecommunications	Phones-Twp/Police	\$ 884.93
1/10/2018	56648	Monroe County Control Center	1st Quarter Dispatch Service	\$ 12,116.18
1/10/2018	56649	PENTELEDATA	Internet - Police/Park	\$ 195.02
1/10/2018	56650	Pocono Management Associates LLC	Contracted Services - 01/01 to 01/07/2018	\$ 371.11
1/10/2018	56651	PPL Electric Utilities	Traffic Signals	\$ 63.15
1/10/2018	56652	Praxair Dist Mid-Atlantic	Cylinder supplies	\$ 25.15
1/10/2018	56653	Prosser Laboratories, Inc.	Water Testing Park	\$ 29.00
1/10/2018	56654	PSATS	CDL Program/Associate membership	\$ 625.00



## POCONO TOWNSHIP CHECK LISTING

January 16, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
1/10/2018	56655	Royal Security Services, Inc	Monitoring Phone Lines	\$ 259.00
1/10/2018	56656	RR Donnelley	0000589319-00064-0001-00001	\$ 71.50
1/10/2018	56657	Steele's Hardware	Supplies and Parts	\$ 118.51
1/10/2018	56658	Stiff Oil Company	Balance - Heating Oil - Maintenance	\$ 725.27
1/10/2018	56659	Sundance Networks, Inc.	IT Services - Split with sewer	\$ 121.00
1/10/2018	56660	STTC Service Tire Truck Centers, INC.	Tire - Loader	\$ 110.00
1/10/2018	56661	UNIFIRST Corporation	Carpets/Uniforms	\$ 141.48
1/10/2018	56662	Unum Life Insurance	Life Insurance	\$ 1,816.01
1/10/2018	56663	Wilson Products Compressed Gas Co.	Cylinder Rental	\$ 6.75
1/10/2018	56664	PENTELEDATA	Internet - Twp.	\$ 59.95
1/10/2018	56665	Cardmember Service	Flags/advertisement/supplies	\$ 188.86
1/10/2018	56666	Cardmember Service	MS Licences/Supplies/IPAD	\$ 652.57
1/10/2018	56667	Cardmember Service	Membership and minor equipment	\$ 1,766.42
1/10/2018	56668	Network Fleet	Fleet GPS Service	\$ 325.45
1/10/2017	56669	Road Runner Food Mart	Police Vehicle Fuel ( December 2017)	\$ 1,661.39
1/10/2018	56670	Sparkle Carwash	Police Vehicle wash exterior & interior	\$ 18.00
1/12/2018	56671	ENGLE-Hambright & Davies	Liability Insurance 2018	\$ 75,361.00
1/12/2018	56672	Hunter Keystone Peterbilt	PW Parts	\$ 3,744.49
1/12/2018	56673	MRM Property & Liability Trust	Property & Liability Insurance 2018	\$ 43,520.00
1/12/2018	56674	Nauman Mechanical	Township heating system repair	\$ 341.10
1/12/2018	56675	PPL Electric Utilities	Traffic Signals/Township/Park	\$ 2,563.25
1/12/2018	56676	Stiff Oil Company	Heating Oil Pubic Works	\$ 2,107.37
1/12/2018	56677	Tulpehocken	Bottled Water	\$ 69.30
1/12/2018	56678	Jamie Lynn Otto	Cleaning Police & Township Building	\$ 550.00
1/12/2018	56679	Claude S. Cyphers Inc.	Truck Parts	\$ 166.68
1/12/2018	56680	ARGS Technology, LLC	IT service 2017	\$ 1,000.00
TOTAL General Fund				\$ 200,747.88

# POCONO TOWNSHIP CHECK LISTING

January 16, 2018

<u>Date</u>	<u>Check</u>	
01/10/2018	2025	
01/10/2018	2026	
01/10/2018	2027	
01/10/2018	2028	
01/10/2018	2029	
01/10/2018	2030	
01/10/2018	2031	
01/12/2018	2033	

## Sewer Operating

Vendor

BLUE RIDGE COMMUNICATIONS	Utility
BRODHEAD CREEK REGIONAL AUTHORITY	BCRA February O&M charges
METROPOLITAN TELECOMMUNICATIONS	Utility
PA One Call System, Inc	Contracted Services - 2017
Pocono Lake Supply	Supplies - 2017
Pocono Management Associates LLC	Professional Services 1/1/2018 -1/7/2018
Wayne Daubert	Sewer Fees Refund 2016-2017
PPL	Electric Utilities

Amount

\$	121.34
\$	84,015.00
\$	59.47
\$	66.01
\$	60.00
\$	641.01
\$	1,458.38
\$	2,348.52

**TOTAL Sewer Operating Fund \$ 88,769.73**

## Sewer Construction Fund

01/10/2018	238	Sundance Networks
01/12/2018	239	The Milnes Co.

Professional Services 2017

Payment Application 4 Control Valve Rep. Proj # 1631006C

70.00

10,566.00

**TOTAL Sewer Construction Fund \$ 10,636.00**

## Capital Reserve

**TOTAL Capital Reserve Fund \$ -**

## ESSA

TOTAL General Fund	\$200,747.88
TOTAL Sewer Construction Fund	\$10,636.00
TOTAL ESSA Transfer	\$211,383.88

Transferred by:

**Wayne Bank**  
Operating

Authorized by:

**\$88,769.73**

#### Steps for the Sewer Management Letters:

- 1) SMO permits are created in Permit Manager (Corky Strunk will come in and set the new permits in permit manager) There should be approximately 3,500 +/- properties that will receive notices
- 2) We will need postcards printed.  
Bartonsville Printing. –  
\$ 195.00 – 3,500 two sided, black & White (Phone quote from Mike at Bartonsville Printing 01/05/2018)

Bulk mailing – Hand delivered to each Post Office – half a day office employee. \* Will check with Bartonsville Printing if they can print the bulk postage number on postcards.

- 3) Previously the Township required a separate Septic Haulers license – Dee would send out each year to update but there was a question if the township could charge since they were already approved by the County. Monroe County Municipal Waste Management Authority 2017 Registered Septic Haulers -  
[http://thewasteauthority.com/wp-content/uploads/2017/05/Septic-Hauler-List-2017-1\\_18\\_17.pdf](http://thewasteauthority.com/wp-content/uploads/2017/05/Septic-Hauler-List-2017-1_18_17.pdf)
- 4) Notify the septic haulers that we are sending out the postcards, include the pumping report form required to be submitted to the township as a reminder to send them back.
- 5) Once we receive the pumping reports they are logged into Permit Manager – office staff. If when the systems are inspected and a problem found, the owner will come in for a repair permit if necessary.

NOTE: We previously sent them out early spring to allow property owners to have the cleaning and inspection during warm weather. I would suggest late March or April to send them out.

**Monroe County Municipal Waste Management Authority**  
**2017 Registered Septic Haulers**

<b>Company Name</b>	<b>Phone Number</b>
Allstate Septic Systems LLP	(610) 498-3111
Altemose Septic Tank Cleaning	(570) 992-7921
Aqua Wastewater Management, Inc.	(215) 799-2200
Avalanche Septic Services	(570) 269-0708
B. Newhart & Sons, Inc.	(570) 629-1851
BDR Solutions LLC d/b/a Roto-Rooter	(570) 343-6342
Beaver Valley Environmental, LLC	(888) 499-9133
Biros Septic & Drain Cleaning, Inc.	(570) 889-3738
Biros Utilities, Inc.	(570) 384-3473
Discount Septic Services, Inc.	(570) 722-1941
Dotter's Septic Services	(610) 440-0337
Ecke Septic Service	(570) 992-8265
Eric Bell Septic Systems, Inc.	(570) 992-2331
Gotta Go Potties Inc.	(570) 894-8690
Gotta Go Septics	(570) 894-8690
Henry Yeska & Son, Inc.	(610) 759-3290
J. R. Borger, Inc.	(610) 381-3114
John F. Singer, Inc.	(570) 417-7829
Johnny On The Spot, LLC	(732) 721-3443
Koberlein, Inc. d/b/a Koberlein Environmental Services	(570) 253-3660
Liquid Motion, Inc.	(610) 858-8845
Martin's Septic Service	(570) 595-2166
McGovern Environmental, LLC	(610) 458-9333
Rinehart's Sanitation Services, Inc.	(484) 792-1742
Russel Reid Waste Hauling /Mr. John Company	(800) 356-4468
Sell's Septic Service	(610) 767-0191
Singer Septic Service	(570) 402-2361
Treible's Sewer & Drain Service	(570) 424-1539
Walters Environmental Services, Inc.	(717) 469-0588

## HOLDING TANK ORDINANCE #48

An Ordinance of Pocono Township, Monroe County, Pennsylvania, providing for and regulating the use of aerated holding tanks for commercial development in Pocono Township, and imposing fines for the violations of the enactment.

### PURPOSE

The purpose of the Ordinance is to provide for and regulate the use, maintenance and removal of temporary holding tanks for commercial development pending completion of a DER approved sewage treatment plant; to permit the development of lands with the use of a holding tank under carefully controlled and regulated circumstances; and to regulate the use and maintenance of this holding tank in conformity with the law, statutes, and regulations of the Commonwealth of Pennsylvania and the Department of Environmental Resources.

### I. DEFINITIONS

- 1.01 "MUNICIPALITY" - Shall mean the Municipality of Pocono Township, Monroe County, Pennsylvania.
- 1.02 "OWNER" - Shall mean the project's legal and beneficial owner.
- 1.03 "HOLDING TANK" - Shall mean a watertight receptacle which receives and retains sewage from a central sewer system and is designed and constructed to facilitate ultimate disposal of the sewage at another site.
- 1.04 "HOLDING TANK HAULER" - A municipality, municipal authority or person, natural or legal entity, including the holding tank owner, who removes the contents of a holding tank for the purpose of disposing of the sewage at a DER approved site.
- 1.05 "DER" - Shall mean the Pennsylvania Department of Environmental Resources or its successor state agency.
- 1.06 "ACT" - Shall mean that Pennsylvania Sewage Facilities Act, 35 P.S. 750.1 - 750.20, as, from time to time, amended.

- 1.07 "REGULATIONS" - Shall mean the regulations of the Pennsylvania Department of Environmental Resources, PA. Code, Title 25, Subpart C. Chapters 71 and 73, as adapted; and, all future regulations of the Department pertaining to holding tanks.
- 1.08 "BOARD" - Shall mean the Board of Supervisors of Pocono Township.
- 1.09 "SEO" - Shall mean the duly appointed Sewage Enforcement Officer of the Municipality.
- 1.10 "SEWAGE" - Shall mean any substance that contains any of the waste products, excrement or other discharge from the bodies of human beings or animals and noxious or deleterious substances being harmful or inimical to the public health, or to animal or aquatic life, or to the use of water for domestic water supply or for recreation or which constitutes pollution under the Clean Stream Law.

## II. USE OF HOLDING TANK

- 2.01 The holding tank may be used subject to the provisions of this Ordinance to temporarily serve for sewage disposal for new construction in a proposed commercial development for a period not to exceed two (2) years, pending completion of a DER approved sewage treatment plant.

## III. TERMINATION OF HOLDING TANK

- 3.01 The Municipality, at its option, shall have the right to enter upon the premises for the purpose of removing the holding tank if it remains in place for more than three (3) days after written notice from Municipality to Owner that a specific violation of this Ordinance has occurred. "Municipality" as used herein shall mean the Township, its employees or third parties contracted by the Municipality for the purpose of removing the holding tank. All costs and expenses of removal shall be borne by the Owner.

IV. REQUIREMENTS FOR HOLDING TANK

- 4.01 The holding tank installed or maintained pursuant to this Ordinance shall comply, in all respects, to the specification set forth in Regulations of the DER, 25 PA. Code Chapter 73 inclusive.
- 4.02 The holding tank shall be constructed to meet the specifications of 73.31(b) (relating to standards for septic tanks).
- 4.03 The minimum capacity of a holding tank shall be one thousand (1,000) gallons or a volume equal to the quantity of waste generated in three (3) days, whichever is larger.
- 4.04 The holding tank shall be equipped with a remote warning device to indicate when the tank is filled to within seventy-five (75%) percent of its capacity. Such warning device shall create an audible and visual signal at the location of the licensed operator of the system.
- 4.05 Disposal of waste from a holding tank shall be at a site approved by the Department of Environmental Resources.
- 4.06 The Owner shall cause the holding tank and all lines, pipes or conduits to the same to be maintained in good watertight condition at all times.
- 4.07 The holding tank shall be installed on a firm and stable soil or subsoil; and in such manner as to prevent settlement or movement.
- 4.08 The holding tank or lines to the holding tank shall not be covered until the Municipality's SEO shall have first inspected and approved the installation and authorized covering the same. The Owner shall be responsible for furnishing the SEO reasonable notice of the installation.
- 4.09 The Owner shall clean the holding tank as frequently as may be required to maintain the contents at a level less than seventy-five (75%) percent of the tank capacity.
- 4.10 The holding tank shall be installed at least fifty (50) feet downgrade from any source of water supply.

- 4.11 The holding tank shall be used for a maximum of two (2) years; within two (2) years a central wastewater treatment plant must be built and in operation.
- 4.12 The DER must have approved the Planning Module and the ultimate method of wastewater treatment and disposal. Also, a permit for the collection system will be obtained from the DER prior to the installation of the holding tank.
- 4.13 Upon expiration of the two (2) year period commencing with the installation of the holding tank, the Owner shall disconnect and render inoperable the holding tank installed under this Ordinance.
- 4.14 The Owner shall have a contract with a sewage hauler or must have access to a sewage hauling truck.
- 4.15 The Owner shall have a contract with a permitted wastewater treatment plant which will accept the holding tank wastes.

#### V. INSPECTIONS AND CERTIFICATION OF PUMPING

- 5.01 The Owner shall be deemed to have granted his consent for inspections of the holding tank and facilities used in connection with the holding tank by Sewage Enforcement Officer access to the premises for the purpose of making such inspections upon request of the Sewage Enforcement Officer verbally or in writing.
- 5.02 The Owner shall furnish the Municipality a true and corrected copy of all pumping receipts for cleaning or removing the contents of the holding tanks upon request.
- 5.03 The failure of an Owner to permit inspection of the holding tank or equipment or facilities used in connection with the holding tank; or, the failure of the Owner to have the holding tank properly maintained and pumped out; or, the failure of the Owner to furnish pumping receipts to the Municipality in the timely fashion, shall be grounds for revocation of the permit. In addition, the Municipality may, at its option, cause the holding tank to be closed for use, pumped out, and/or repaired, the cost of which shall be borne by the Owner (or, if necessary, charged against the Letter of Credit).



## **VI. MAINTENANCE BOND REQUIREMENTS**

- 6.01 The Developer or Owner of the sewage system shall post a maintenance bond or letter of credit equal to one hundred ten (110%) percent of the cost of servicing the holding tanks for a period of two (2) years, which may be reduced at the request of the Developer or Owner upon express approval by the Board.

## **VII. APPEALS**

- 7.01 The Owner aggrieved by denial of permit application or by permit revocation shall first appeal to the Board.
- 7.02 The procedure for appeal shall in all respects conform to the procedure for appeal from denial of Sewage permit by the SEO of the Municipality, as provided by law.

## **VIII. FINES AND PENALTIES**

- 8.01 Any person, firm or corporation violating any of the provisions of this Ordinance, or who fails to act in compliance with this Ordinance shall, upon being found guilty thereof, be sentenced to pay a fine in the maximum amount allowed by law for violation of a municipal ordinance.
- 8.02 Where the violation continues from day to day, and the Owner fails to correct or cease such violation, each day's continuance shall constitute a separate violation, unless circumstances beyond the Owner's control prevent such correction at which time the Owner shall notify the SEO for an extension of time.

Holding Tank Ordinance

Ordinance No. 48

ENACTED AND ADOPTED this 17th day of July, 1989,  
by the Board of Supervisors of Pocono Township.

BOARD OF SUPERVISORS OF THE  
TOWNSHIP OF POCONO

L. Patrick Ross

L. Patrick Ross, Chairman

John A. Smiley, Jr.

John A. Smiley, Jr.

John M. Wolfe

John M. Wolfe

ATTEST:

Jane Cilurso  
Jane Cilurso  
Township Secretary

SEAL

KENT J. WERKHEISER  
Chief of Police



570-629-7200  
Office

9-1-1  
Emergency Number

570-629-1501  
Fax Number

570-992-9911  
Dispatch

# POCONO TOWNSHIP POLICE

110 TOWNSHIP DRIVE  
TANNERSVILLE, PA 18372

## POLICE REPORT FOR DECEMBER, 2017

The following are the recorded activities of the Pocono Township Police Department for the month of December 2017. Also listed are the available recorded activities for December 2016.

	DEC 2017	Y-T-D 2017	DEC 2016	Y-T-D 2016
Incidents Investigated	364	4583	340	4637
Burglary Alarms Answered	68	876	84	908
Reportable Accidents Investigated	38	256	26	264
Non-Reportable Accidents	32	390	29	360
Criminal Investigations	21	311	25	360
Criminal Arrests	13	375	33	409
Juvenile Detentions	1	11	1	8
Property Receipts	11	348	22	323
Notification of Faulty Equipment	53	1399	78	1286
Vehicle Reports	0	12	1	18
Death Investigations	2	21	1	19
Written Warnings	77	1723	100	1675
Missing Persons	1	10	0	10
Traffic Citations Issued	56	1363	59	1269
Non-Traffic Citations Issued	11	277	17	316
Ski Thefts	0	0	0	0
911 Hang-up Calls	62	664	38	768

Mileage all Vehicles: 12,064

Income from Report Fees: \$405.00

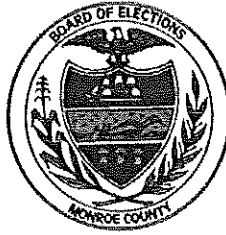
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
UNIT#												
87	90262	92682	93594	93850	95368	97058	98847	99607	100572	102903	103875	104682
88	126179	127963	130936	133290	137153	140127	142670	145364	146961	1578	3839	5809
90	76733	77023	77543	77770	78363	78506	78518	78553	78553	78564	78576	78613
91	121072	123283	124693	127153 out		528	1788	3498	6214	9287	11637	13693
93	76642	79555	82585	84965	87311	90319	93071	95823	98771	101920	104719	108338
94	91360	91892	92520	92709	93224	93814	94205	95054	95576	96223	97210	97792
95	71262	74110	77339	80464	85092	88788	92205	95448	99119	102500	106415	108411
96	94626	96260	97263	98313	98536	99115	99494	100817	100963	101798	101964	102019
97	8474	9209	9774	10676	11026	11685	11938	12336	12865	14168	14650	14913
98	116212	117030	118432	119812	120915	122590	123967	125397	126490	128057	130191	130782
99	889	1284	1869	2255	2656	2885	3384	3809	4177	4444	4726	4814

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
UNIT#												
87						77431	78811	80802	82914	85026	85941	88125
88						108823	110635	112606	114250	117140	120462	123326
90						75474	75840	75850	75912	76057	76703	76248
91						112124	113230	114525	115796	117391	118445	120004
93						56517	59933	62687	65031	67961	70796	73369
94						86307	87306	88064	88657	89293	89937	90731
95						53144	55643	58902	62094	63955	66146	69263
96						92195	92590	92798	93133	93656	93964	94387
97						4324	4825	5515	5820	6855	7305	7759
98						106698	108136	109381	110549	111459	113122	115056
99						59543	59917	60604	60873	61219	61566	421

# OFFICE OF VOTER REGISTRATION AND ELECTIONS

**Board of Elections:**

John R. Moyer, Chairman  
Charles A. Garris, Vice-Chairman  
John D. Christy, Commissioner

**MONROE****COUNTY****Solicitor:**

John B. Dunn

**Director:**

Sara May-Silfee

January 4, 2018

POCONO ONE  
POCONO TOWNSHIP SUPERVISORS  
PO BOX 197  
TANNERSVILLE, PA 18372

RECEIVED  
JAN - 8 REC'D  
POCONO TOWNSHIP

**RE: CONFIRMATION OF POLLING PLACE**

Dear Sir/Madame:

Please confirm that the enclosed polling place will again be available for use as a polling place on the following election dates:

**GENERAL PRIMARY**      **May 15, 2018**  
**PRIMARY:**

**GENERAL ELECTION**      **November 6, 2018**  
**ELECTION:**

Also, be advised that if voting machines are delivered to your facility, the machines will be delivered the day prior to the election and picked up the day following the election. An individual from the moving company will be in contact with you to schedule an approximate time for delivery and pickup.

Please complete the enclosed form and mail to our office in the enclosed envelope no later than January 26, 2018.

Thank you for your continued cooperation.

Sincerely,

Sara May-Silfee

Director

**POCONO ONE**

Can be used as a polling place on the following election dates:

YES ☐ NO ☐**GENERAL PRIMARY**      **May 15, 2018**  
**PRIMARY:****GENERAL ELECTION**      **November 6, 2018**  
**ELECTION:**

The landlord will arrange for the County to have a key for two days.

YES ☐ NO ☐

If not, arrangements will be made for the door to be opened at 6:00 a.m.

YES ☐ NO ☐

The polling place parking area has at least one designated handicapped parking space.

YES ☐ NO ☐

The room being used to conduct the election is a separate divided area or room, partitioned with some device, temporary or otherwise, which shields the voting activity from sight and provides some form of sound barrier between the voting activity and the otherwise generally open area.

YES ☐ NO ☐

Please check and initial if you DO NOT want political signs on the premises on Election Day.

YES ☐ NO ☐

Initial here: \_\_\_\_\_

If available, please provide the telephone number for the telephone that is to be used by the poll workers on Election Day.

\_\_\_\_\_

Please list the name and telephone number of a contact person for Machine Delivery, and also for someone should a problem arise gaining entry on Election Day.

**CONTACT FOR MACHINE DELIVERY****CONTACT FOR 6 AM - ELECTION DAY**\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
Signature

1/11/18

Dear Civil Service Commission Board,

Due to a scheduling conflict with my current employer I will be unable to regularly attend the monthly Civil Service Commission Meetings. As a result, I feel it is in the best interest of the Commission and township that I resign my position of Commissioner effective immediately. I have thoroughly enjoyed my time while serving the township and I wish everyone involved the best in their future endeavors.

Sincerely,



Pete Hensel





**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY  
INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
Stroudsburg, PA 18360  
570-629-0300  
Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408  
[www.bjengineers.com](http://www.bjengineers.com)

January 4, 2018

Ms. Donna Asure, Manager  
Pocono Township  
112 Township Drive  
Tannersville, PA 18372

**SUBJECT: PAYMENT APPLICATION NO. 4  
CONTROL VALVE REPLACEMENT PROJECT  
POCONO TOWNSHIP  
PROJECT NO. 1631006C**

Dear Ms. Asure:

Enclosed is Payment Application No. 4, submitted by The Milnes Company for the pay period through December 29, 2017. The Application is for work performed in conjunction with the above referenced contract. Based on our review of this information, we offer the following comments.

The work performed during this period of 12/1/17 to 12/29/18 included preparation of shop drawing designs for the crane systems, electrical work, and purchase of additional fittings.

Based on our review of this request, we find the Contractor has completed work and materials having a value of Eleven Thousand, Seven Hundred, Forty Dollars and No Cents (\$11,740.00). With the deduction of the ten percent (10%) retainage totaling \$1,174.00, we recommend the Contractor receive payment of **Ten Thousand, Five Hundred and Sixty-Six Dollars and No Cents (\$10,566.00)**. This brings the amount paid to date to \$81,455.40 and the amount retained to date to \$9,050.60.

Sincerely,

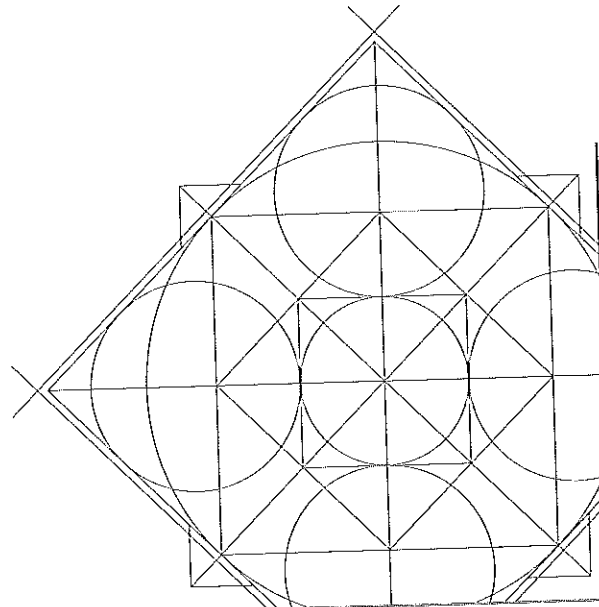
Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/MG/cg

Enclosure: The Milnes Company Payment Application No. 4

cc: Pat Briegel, Pocono Township

S:\2016\1631006C\Documents\Control Valve Pay Apps\Milnes.PayAppNo. 4.docx



# PAYMENT APPLICATION

TO: Pocono Township  
112 Township Drive  
Tannersville, PA 18372  
Attn: Accounts Payable  
The Milnes Co.  
12 Frear Hill Road  
Tunkhannock, PA 18657

FROM: Force Main Control Valve Replacement

PROJECT NAME AND LOCATION: Force Main Control Valve Replacement #1631006

ARCHITECT: Boucher & James, Inc.  
2738 Rimrock Drive  
Stroudsburg, PA 18360

APPLICATION # 4

PERIOD THRU: 12/29/2017

PROJECT #s: 10/19/2017

DATE OF CONTRACT: 10/19/2017

Distribution to: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR

## CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below. Continuation Page is attached.

1. CONTRACT AMOUNT	\$281,865.00
2. SUM OF ALL CHANGE ORDERS	\$34,503.83
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$316,368.83
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$90,506.00
5. RETAINAGE:	
a. 10.00% of Completed Work (Columns D + E on Continuation Page)	\$8,530.60
b. 10.00% of Material Stored (Column F on Continuation Page)	\$520.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$9,050.60
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$81,455.40
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$70,889.40
8. PAYMENT DUE	\$10,566.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$234,913.43

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$34,503.83	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$34,503.83	\$0.00
NET CHANGES	\$34,503.83	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: The Milnes Co.

By: Bob Harvey

Date: 12/29/17

State of: Pennsylvania

County of: Wyoming

Subscribed and sworn to before me this

29th day of December 2017

Karen Milnes-Seibert

Notary Public: Karen Milnes-Seibert

My Commission Expires: May 11, 2021

COMMONWEALTH OF PENNSYLVANIA

NOTARIAL SEAL

Karen Milnes-Seibert, Notary Public

Eaton Twp., Wyoming County

My Commission Expires May 11, 2021

NOTARY PUBLIC, PENNSYLVANIA ASSOCIATION OF NOTARIES

## ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT: \$10,566.00

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Ensinger

By: Ensinger

Date: 1/4/17

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

PAYMENT APPLICATION

Quantum Software Solutions, Inc. Document

# CONTINUATION PAGE

PROJECT: Force Main Control Valve Replacement #1631006										
APPLICATION #: 4										
DATE OF APPLICATION: 12/29/2017										
PERIOD THRU: 12/29/2017										
PROJECT #s:										
A	B	C	D		E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS							
1	Mobilization	\$10,000.00	\$10,000.00		\$0.00	\$0.00	\$10,000.00	100%	\$0.00	
2	Bond	\$5,637.00	\$5,637.00		\$0.00	\$0.00	\$5,637.00	100%	\$0.00	
3	Remove Existing Control Valves	\$17,242.00	\$1,724.00		\$0.00	\$0.00	\$1,724.00	10%	\$15,518.00	
4	Seal Leaks at Valve Pit 1	\$846.00	\$846.00		\$0.00	\$0.00	\$846.00	100%	\$0.00	
5	Install Power & Com Lines	\$10,030.00	\$3,009.00		\$0.00	\$0.00	\$3,009.00	30%	\$7,021.00	
6	Install New Control Valves	\$37,190.00	\$5,469.00		\$0.00	\$0.00	\$5,469.00	15%	\$31,721.00	
7	Install New Pressure Sensors	\$27,060.00	\$4,059.00		\$540.00	\$0.00	\$4,599.00	17%	\$22,461.00	
8	New 1" Conduits to Panel	\$34,026.00	\$30,624.00		\$0.00	\$0.00	\$30,624.00	90%	\$3,402.00	
9	Install New Vault Covers	\$28,082.00	\$4,131.00		\$0.00	\$0.00	\$4,131.00	15%	\$23,951.00	
10	New Hoist Systems	\$82,673.00	\$8,267.00		\$1,000.00	\$0.00	\$9,267.00	11%	\$73,406.00	
11	Valve Station 1 Electrical	\$25,419.00	\$5,000.00		\$5,000.00	\$0.00	\$10,000.00	38%	\$16,419.00	
12	Install 70 Ft HDPE Air Line	\$2,660.00	\$0.00		\$0.00	\$200.00	\$200.00	8%	\$2,460.00	
13	CO #1-Crane System Changes	\$14,230.00	\$0.00		\$0.00	\$0.00	\$0.00	0%	\$14,230.00	
14	CO #2-Dismantling Joints	\$20,273.83	\$0.00		\$0.00	\$5,000.00	\$5,000.00	25%	\$15,273.83	
TOTALS		\$316,368.83	\$78,766.00		\$6,540.00	\$5,200.00	\$90,506.00	29%	\$225,862.83	

Payment Application containing Contractor's signature is attached.

APPLICATION #:

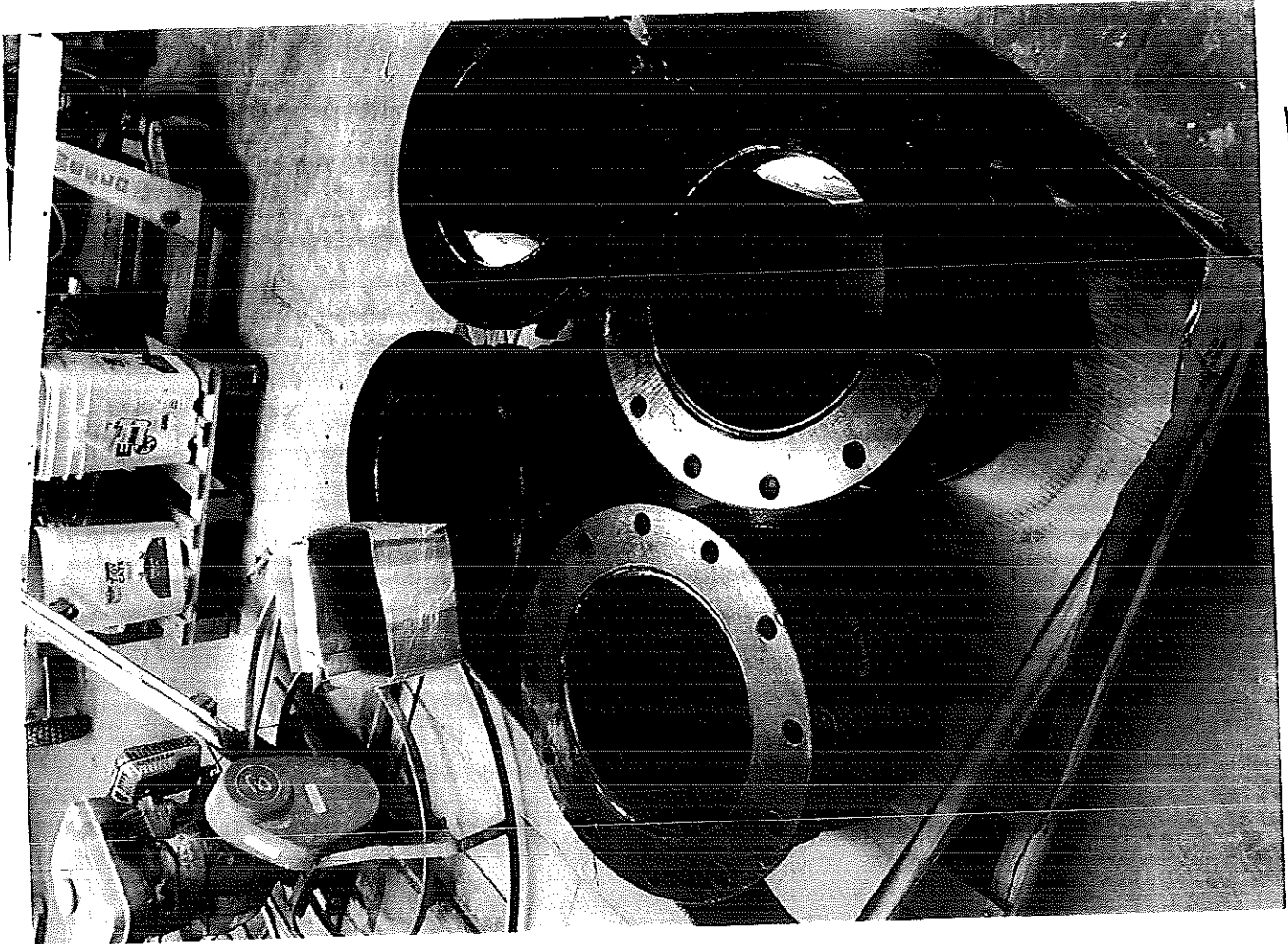
DATE OF APPLICATION:

PERIOD THRU:

PROJECT #s:

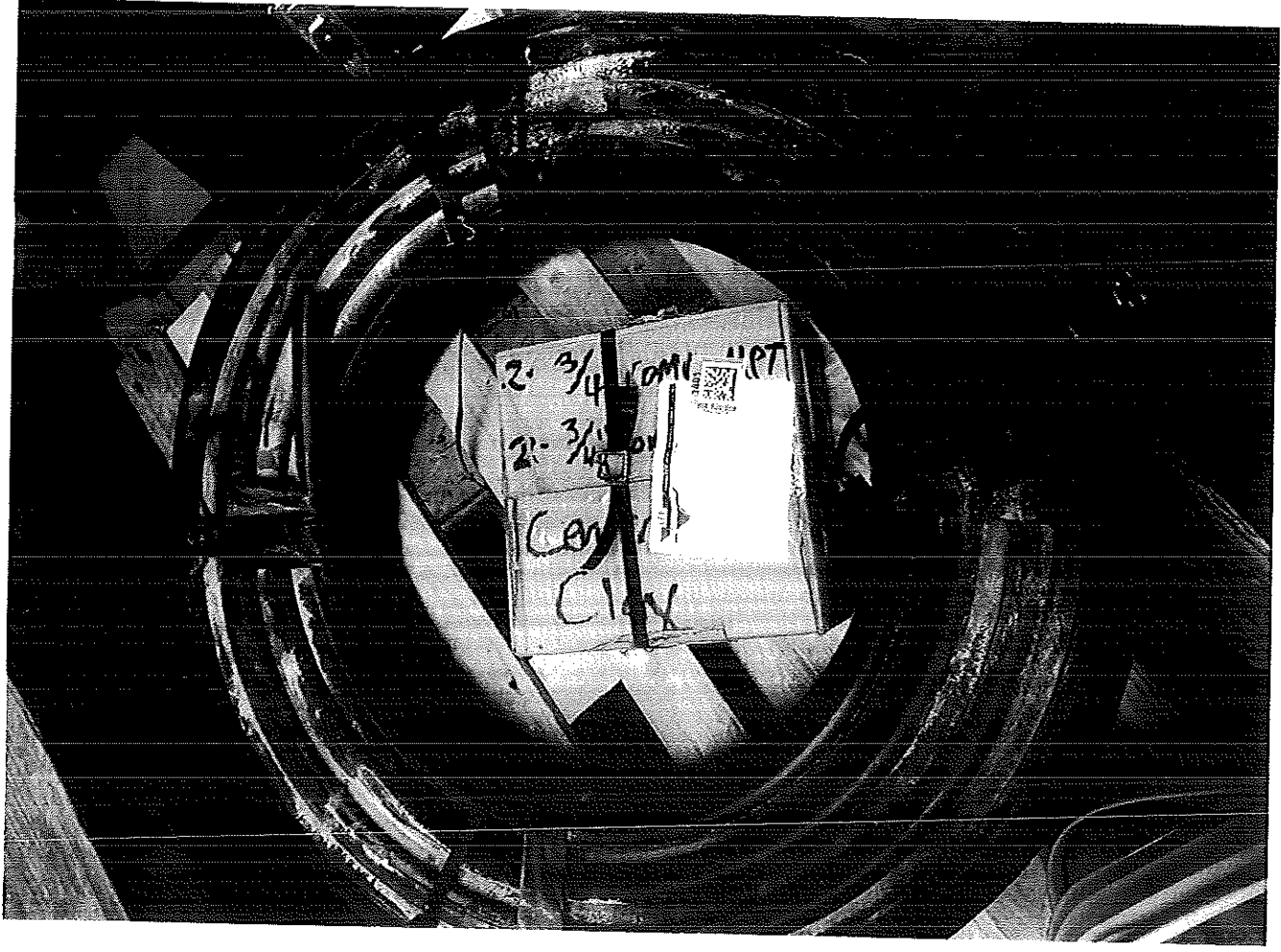
HOCONO 1 WK.

12/29/17



DISMANTLING JOINTS - STORED AT MILNES  
UNTIL INSTALLED

12/29/17



HDPE PIPE/FITTINGS - STORED AT MILLER  
UNTIL INSTALLED



**Boucher & James, Inc.**  
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

Fountainville Professional Building  
1456 Ferry Road, Building 500  
Doylestown, PA 18901  
215-345-9400  
Fax 215-345-9401

2738 Rimrock Drive  
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Fax 570-629-0306

559 Main Street, Suite 230  
Bethlehem, PA 18018  
610-419-9407  
Fax 610-419-9408  
[www.bjengineers.com](http://www.bjengineers.com)

January 10, 2018

Ms. Donna Asure, Manager  
Pocono Township  
P.O. Box 197  
Tannersville, PA 18372

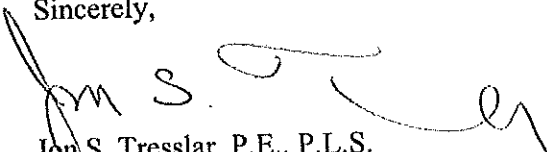
**SUBJECT: CULVERT REPLACEMENT  
WHITE OAK DRIVE  
POCONO TOWNSHIP, MONROE COUNTY  
PROJECT NO. 1730061**

Dear Ms. Asure:

Pocono Township wishes to replace the existing culvert beneath White Oak Drive, which crosses Bulgers Run, westerly of the intersection of White Oak Drive and Cherry Lane Road. The culvert is a corrugated metal arch which has rusted to the point it has become unsafe. Pat Briegel, Public Works Director, requested that the design for the pipe replacement eliminate the existing hump in the road at the location of the existing culvert. Because there is already an existing structure in place, we believe a General Permit #11 can be secured from the PADEP for the replacement.

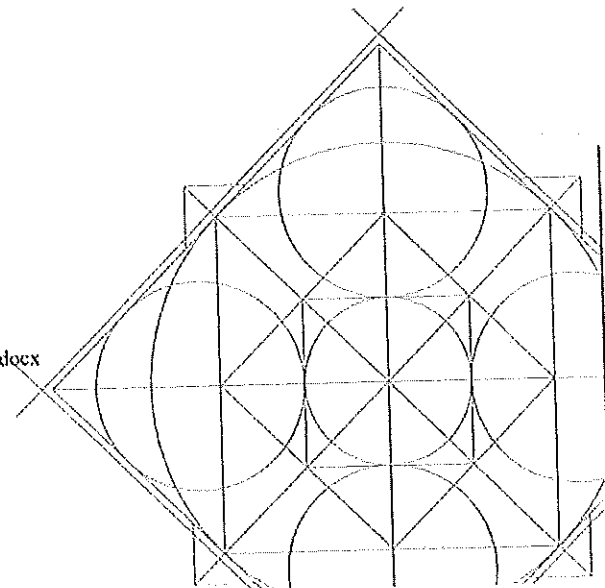
The work effort will require field survey to obtain stream cross-sections upstream, at the structure, and downstream of the structure. Also, cross-sections of White Oak Drive will be required to design the new profile. Hydraulic calculations will be prepared to size the bridge opening. Plans suitable for both permitting and construction will be developed. An application will be prepared for submittal to the PADEP to obtain a permit. Plans will also be prepared and submitted to the Monroe County Conservation District to obtain a "Letter of Adequacy" for Erosion and Sedimentation Control during construction. Our fees to perform this work will be invoiced in accordance with the current rate schedule for the Township. Our budgetary estimate to provide survey, hydraulic design calculations, permit applications and construction drawings is \$18,500.00.

Sincerely,

  
Jon S. Tresslar, P.E., P.L.S.  
Township Engineer

JST/cg

S:\2017\1730061\Documents\Proposals-Workorders\White Oak Drive Culvert.scope of work.docx



## **AMENDMENT TO EMPLOYMENT AGREEMENT**

**THIS AMENDMENT TO EMPLOYMENT AGREEMENT** (the "Amendment"), by and between Kent Werkheiser, an adult individual, (the "Police Chief") and Pocono Township, a municipal corporation organized and existing as a township of the First Class under the laws of the Commonwealth of Pennsylvania, with an address at 112 Township Drive, Tannersville, Pennsylvania (the "Township").

### **WITNESSETH**

**WHEREAS**, by Employment Agreement, entered into pursuant to Township Resolution No. 2017-42, which Employment Agreement has an effective date of January 1, 2017, the Township hired the Police Chief subject to the terms and conditions set forth in the Employment Agreement (the "First Employment Agreement"); and

**WHEREAS**, by subsequent Employment Agreement, entered into pursuant to Township Resolution No. 2017-54, which also had an effective date of January 1, 2017, between the Township and the Police Chief, the terms of the First Employment Agreement were modified, specifically setting an ending date of January 31, 2018 (the "Second Employment Agreement"); a true and correct copy of which is attached hereto as "Exhibit A"; and

**WHEREAS**, the Second Employment Agreement superseded the First Employment Agreement; and

**WHEREAS**, the Township and the Police Chief desire to amend the Second Employment Agreement as it relates to the ending date of the Second Employment Agreement and the deletion of Attachment "A" from the Second Employment Agreement.

**NOW THEREFORE**, the Police Chief and the Township for and in consideration of the mutual covenants and promises set forth herein, and intending to be legally bound, hereby agree as follows:

1. All "WHEREAS" clauses are incorporated herein by reference as if fully set forth at length.
2. The Police Chief and the Township agree that the Second Employment Agreement ending date shall be December 31, 2018.
3. The Police Chief and the Township agree that Paragraph 2 of the Second Employment Agreement which reads:

Provided that the Chief achieves the performance milestones set forth in Attachment "A", he will receive bonus pay in accordance with his achievements. The Board will provide annual performance milestones and amend this Agreement by Resolution no later than January 31<sup>st</sup> of each year. If the Board does not amend the performance milestone, the prior year's milestone will apply for the future annual performance period. Failure by the Board to act will not result in the Chief being denied bonus pay

shall be deleted and that "Attachment A" shall be deleted from the Second Employment Agreement in its entirety.

4. The Police Chief and the Township agree that in all other aspects, the remaining terms and conditions of the Second Employment Agreement, as amended herein, shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to Employment Agreement as of the date and year first above-written.

**WITNESS:**

\_\_\_\_\_

\_\_\_\_\_

Kent Werkheiser,  
Pocono Township Police Chief

**ATTEST:**

**POCONO TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Pocono Township Secretary

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_



## **AMENDMENT TO EMPLOYMENT AGREEMENT**

**THIS AMENDMENT TO EMPLOYMENT AGREEMENT** (the "Amendment"), by and between Donna M. Asure, an adult individual, (the "Manager") and Pocono Township, a municipal corporation organized and existing as a township of the First Class under the laws of the Commonwealth of Pennsylvania, with an address at 112 Township Drive, Tannersville, Pennsylvania (the "Township").

### **WITNESSETH**

**WHEREAS**, by Employment Agreement, entered into pursuant to Township Resolution No. 2017-25, which Employment Agreement has an effective date of June 16, 2017, the Township hired the Manager subject to the terms and conditions set forth in the Employment Agreement (the "First Employment Agreement"); and

**WHEREAS**, by subsequent Employment Agreement, entered into pursuant to Township Resolution No. 2017-56, which also had an effective date of June 16, 2017, between the Township and the Manager, the terms of the First Employment Agreement were modified (the "Second Employment Agreement"); a true and correct copy of which is attached hereto as "Exhibit A"; and

**WHEREAS**, the Second Employment Agreement superseded the First Employment Agreement; and

**WHEREAS**, the Township and the Manager desire to amend the Second Employment Agreement as it relates to the ending date of the Second Employment Agreement and the deletion of Attachment "A" from the Second Employment Agreement.

**NOW THEREFORE**, the Manager and the Township for and in consideration of the mutual covenants and promises set forth herein, and intending to be legally bound, hereby agree as follows:

1. All "WHEREAS" clauses are incorporated herein by reference as if fully set forth at length.
2. The Manager and the Township agree that the Second Employment Agreement ending date shall be December 31, 2018.
3. The Manager and the Township agree that Paragraph 13.A.xi. and "Attachment A" shall be deleted from the Second Employment Agreement in its entirety.

4. The Manager and the Township agree that in all other aspects, the remaining terms and conditions of the Second Employment Agreement, as amended herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Employment Agreement as of the date and year first above-written.

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Donna M. Asure, Township Manager

ATTEST:

POCONO TOWNSHIP  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Pocono Township Secretary

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_