

POCONO TOWNSHIP COMMISSIONERS
REORGANIZATIONAL AND REGULAR MEETING AGENDA
January 2, 2018 7:00 p.m.

- 1) Open of meeting by Solicitor with Pledge of Allegiance
- 2) Roll Call
- 3) Election of Officers –
 - President
 - Vice-President
- 4) Public Comments on matters not on the agenda.
Comments are for any item NOT on the agenda. Comments on agenda items will be taken after each item is discussed by the Board of Commissioners, but before formal action is taken. Please limit individual comments to 3 minutes to allow time for others wishing to speak and direct all questions and comments to the President.
- 5) Motion to set township meeting dates and times including the establishment of township holidays
- 6) Motion establishing Township Depositories
- 7) Motion approving signatories on Township Bank Accounts
- 8) Motion to appoint Township Treasurer
- 9) Motion to appoint Deputy Treasurer
- 10) Motion to appoint Township Manager – current contract expires 1/31/18
- 11) Motion to appoint Chief of Police – current contract expires 1/31/18
- 12) Motion to enter into agreement/appoint ZO, SEO and Building Codes Enforcement Officer
- 13) Motion to appoint Township Solicitor
 - Conflict
 - Labor
- 14) Motion to appoint Township Engineer
- 15) Motion to appoint Conflict Engineer
- 16) Motion to appoint Township Secretary
- 17) Motion to appoint recording secretary
 - Commissioners meetings
 - Planning commission meetings
- 18) Motion to appoint Right to Know Officer
- 19) Motion to appoint Public Works Director – current motion is until Road Master is hired

- 20) Motion to appoint planning commission members
 - Scott Gilliland - term expires 12/31/17
 - Jeremy Sawicki - term expires 12/31/17
- 21) Motion to appoint Civil Service Commission
 - Don Simpson – term expires 12/31/17
- 22) Motion to appoint Zoning Hearing Board
 - Diane Zweifel – term expires 12/31/17
- 23) Motion to appoint vacancy board
 - Joseph Shupp – term expires – 12/31/17
- 24) Motion to appoint PJJWA representative – (currently Chris Ortolan)
Need to confirm expiration of term - may not need on agenda
- 25) Motion to appoint BCRA representative
 - Tom Wise – term expires 12/31/17
- 26) Motion to appoint Pocono Township Fire Police
- 27) Motion to appoint representative to Monroe County Tax committee
- 28) Motion to appoint Emergency Management Coordinator
- 29) Motion to set mileage rate for 2018
- 30) Motion to appoint EIT Tax Collector
- 31) Motion to appoint Deputy Tax Collector as requested by Tax Collector
- 32) Motion to appoint Building Codes Appeal Board
 - Scott Mango – 10/5/15
 - Mike Wilk – 10/5/15
 - Mike Velardi – 10/5/15
- 33) Motion to appoint representative to Eastern Monroe Public Library – joint with Jackson
 - Maria Candelaria – term expires 12/31/17
- 34) Motion to set salaries for township, non-union employees –
 - Pam Tripus – FT – Assist. Sec't./Accts Payable – hired 7/15/04 – given 3.5% September 1, 2017 to \$21.09/hr
 - Christine Brodsky – PT – Admin Assistant – hired 5/18/16 - \$15/hr as of 1/1/18
 - Paola Razzaq – PT – Bookkeeper – hired 8/28/17 - \$18/hr as of 1/1/18

- 1) Announcements
 - 2) Presentations –
 - 3) Approval of Minutes
 - a. Meeting – December 18, 2017
 - 4) Approval of Bills and Transfers
 - a. Check ratification list for prior period dated January 2, 2018
 - b. Check Listing dated January 2, 2018
 - 5) Report of the President
 - 6) Commissioners Comments –
 - Jerrold Belvin
 - Bob De Young
 - Jerry Lastowski – Medivac services
 - Rich Wielebinski
 - Harold Werkheiser - PennDot – 611/715 Project
 - 7) Reports
 - a. Finance Committee Report
 - b. Sewer Committee
 - c. Administration – Manager's Report
 - Site 2 back up
 - Cell carrier company request to locate cell tower in Pocono
 - Emergency Systems – contract renewal
 - CS Davidson, Inc – annual contract
 - d. Public Works Report
 - e. Township Engineer Report
 - Status Report on Sewer Redesign .
 - Route 611 Sewer Line Relocation Work Update
 - Sanofi Sanitary Sewer Easement
 - Classic Quality Homes – lot consolidation
 - f. Township Solicitor Report
 - 8) Resolutions and Ordinances
 - 9) 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.*
 - 10) Executive Session – if necessary
- Adjournment

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

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Vice-President Robert DeYoung called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gmandt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive session was held 12/7/2017 for personnel matters.
Executive session was held 12/14/2017 for personnel matters.
Executive session was held 12/18/2017 for personnel matters.

Public Comments on matters not on the agenda:

Rich Wielebinski, Township Resident, inquired about the Police Pension Plan overpayment and refund. Commissioner Gmandt explained the overpayment the police made to the pension plan was reimbursed to them from the General Fund.

Presentations:

Vice-President, Robert DeYoung, presented Shirley Demarest with a plaque for Bob Demarest's 40 years of service to the community.

Leo Devito, Township Solicitor, opened a Public Hearing for Ordinance 2017-06 – Adoption of 2018 Budget at 6:07 p.m. with comments from the public:

For all public and Commissioners' comments as well as discussion see transcript of Public Hearing.

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Public Hearing for Ordinance 2017-06 – Adoption of 2018 Budget was closed at 6:10 by the Township Solicitor.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adopt Ordinance 2017-06 adopting a budget and appropriating funds estimated to be required for the purposes of the government of the Township of Pocono, and fixing the real estate millage rate at 16.1 for the 2018 fiscal year.

All in favor
Motion Carried

Leo Devito, Township Solicitor, opened a second Public Hearing for Ordinance 2017-07 – PJJWA at 6:13 p.m. with comments from the public:

For all public and Commissioners' comments as well as discussion see transcript of Public Hearing.

Public Hearing for Ordinance 2017-07 – PJJWA was closed at 7:10 by the Township Solicitor.

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to adopt Ordinance 2017-07, ratifying and establishing the water service district of the Pocono-Jackson Joint Water Authority.

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

Approval of Minutes:

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to accept the December 4, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to accept the December 7, 2017 Special Meeting Minutes.

All in favor
Motion Carried

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Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the December 14, 2017 Work Session Minutes.

All in favor
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to ratify the check list for the prior period dated December 18, 2017.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Checks and Transfer List dated December 18, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Bob DeYoung – Vice President: None

Jerry Lastowski – Commissioner:

Commissioner Lastowski thanked Judi Coover and Ellen Gndt for their service to the Township.

Commissioner Lastowski asked the Township Engineer about BCRA's agreement with the school to put a water line in and whether the residents on Upper Swiftwater Road would then be required to hook up. The Township Engineer will find out if the residents are in the service area and what the exemptions and waivers are. Discussion followed.

Judi Coover – Commissioner:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to appoint Esme Felins to the Pocono Township Park Board, replacing Bob Felins, with a term to expire December 31, 2019.

All in favor
Motion Carried

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Ellen Gndt, Commissioner, thanked all those present for the opportunity to serve on the Board.

Reports:

Chief of Police, Kent Werkheiser, reviewed the November statistical report.

Fire Chief, Brad Harrison, reviewed his report for November with Commissioners.

Rodney Wolfe, St. Luke's Ambulance, gave his report for November and indicated St. Luke's Ambulance Association is now a stroke center since receiving the Stroke Accreditation from the Joint Commission of Hospital Accreditation. There will be a blood drive hosted by the Pocono Township Police and Fire Departments at the St. Luke's Ambulance Building on 1/10/2018 from 1 p.m. to 7 p.m. Mr. Wolfe also thanked Judi Coover and Ellen Gndt for their service.

Commissioner Lastowski asked Mr. Wolfe to clarify transports St. Luke's uses. Discussion followed. The Township website was changed to accurately state the process of requesting a transport. To request availability of routine transport services, please call 215-538-4543.

Finance Committee Report:

Loan paydown status:

Commissioner Gndt indicated \$2,000,000.00 was paid to ESSA for the sewer loan, and the time has come for a 3rd quarter review with PFM.

Sewer Committee: None

Administration – Manager's Report:

Capital Improvement Plan:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the 2018 Capital Improvement Plan.

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All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to authorize the Township Manager to send a letter approving the Run for the Red Marathon to run through Pocono Township.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to enter in a one-year agreement with Site 2 for back-up services for computer system.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve a wage increase to \$15.00 per hour for Christine Brodsky, part-time Administrative Assistant, based on her annual performance evaluation, beginning January 1, 2018.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve a wage increase to \$18.00 per hour for Paola Razzaq, part-time Bookkeeper, based on her initial performance evaluation, beginning January 1, 2018.

All in favor
Motion Carried

Public Works Report:

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Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve sale of the 2003 Peterbilt single axle dump truck, as listed on Municibid, listing #14185919, to Christopher W. DiStefano, in the amount of \$15,100.00.

All in favor
Motion Carried

Township Engineer Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to authorize Payment #3 to the Milnes company as recommended by Boucher & James, in the amount of \$44,153.10.

All in favor
Motion Carried

Rain Gauge Proposal: BCRA suggests installing a rain gauge to go along with the software installed at the Township to monitor rainfall and snow melt infiltration into the sewer system. Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the proposal from Keystone Engineering Group to provide electrical plan preparation as required by Stroudsburg Borough, in the amount of \$5,000.00 and as recommended by Boucher & James.

All in favor
Motion Carried

Rich Wielebinski, Township Resident, questioned whether the electrical permit fee was included in the bid to put the valves in. Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to have the Township Engineer write a letter to FEMA stating the township received the correspondence and are in agreement with the mapping methods provided.

All in favor
Motion Carried

Township Solicitor Report:

Leo DeVito thanked the Board for their service and wished everyone a Merry Christmas.

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Resolutions and Ordinances:

Resolution 2017-52 – Belanger – Conditional Plan Approval:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Resolution 2017-52 granting conditional approval of the Douglas & Colette Belanger Minor Subdivision Plan pending resolution of all outstanding items.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Resolution 2017-53, granting conditional preliminary/final approval of the Poconos Hospitality Land Development Plan pending resolution of all outstanding items.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve Resolution 2017-54, amending Resolution 2017-42, approving an amendment to the employment agreement with Kent Werkheiser, Pocono Township Chief of Police.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the 2017 performance pay of \$8,500.00 for Kent Werkheiser, Pocono Township Chief of Police.

All in favor
Motion Carried

Township Manager, Donna Asure, indicated the Township has been accepted into the Municipal Trust and by being accepted into this four-year agreement, for 2018, the Township will save just under \$120,000.00 on worker's comp.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve Resolution 2017-55 authorizing participation in the Municipal Risk Management Workers' Compensation Pooled Trust, for a term of four years.

All in favor
Motion Carried

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Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve Resolution 2017-56, amending Resolution 2017-25, approving an amendment to the employment agreement with Donna M. Asure, Township Manager.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve a 2017 performance pay of \$8,500.00 for Donna M. Asure, Township Manager.

All in favor
Motion Carried

Public Comment:

Chris Ortolan, Maxine Turbolski and Jennifer Fisher, Township Residents, thanked Judi Coover and Ellen Gndt for their service. Maxine Turbolski also thanked Township Manager, Donna Asure, for doing a wonderful job as Township Manager.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adjourn the meeting at 8:16 p.m.

All in favor
Motion Carried

Submitted by: _____

Donna M. Asure
Township Secretary

Pocono Township

January 2, 2018

SUMMARY

Ratify

General Fund	\$	318,199.74
Sewer Operating	\$	98.72
Sewer Construction	\$	44,153.10

Bill List

TOTAL General Fund	\$	35,519.97
TOTAL Sewer Operating Fund	\$	14,814.92
TOTAL Sewer CONSTRUCTION Fund	\$	8,052.18
TOTAL Capital Reserve Fund	\$	-
Liquid Fuels	\$	-

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Note:

Pocono Township Check Listing
January 2, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
Payroll				
12/22/2017			Pay 26 2017	213,055.28
TOTAL PAYROLL				<u>\$213,055.28</u>
12/21/2017	56575	AFLAC	Supplemental Insurance (2017)	419.08
12/26/2017	56576	HighMark Inc	Insurance (2017)	voided
12/26/2017	56577	PA Municipal Health Insurance	Prepaid Expense Health Insurance January 2018	64,400.65
12/26/2017	56578	State Workers Insurance Fund	Prepaid Expense Firemans' Workers Comp. 2018	38,873.00
12/26/2017	56579	Verizon Wireless	Phone & MDT Police (2017)	655.98
12/26/2017	56580	Verizon Wireless	Ipads Police (2017)	70.06
12/26/2017	56583	HighMark Inc	Insurance (2017)	725.69
TOTAL General Fund \$				<u>105,144.46</u>
Sewer Operating Fund				
12/22/2017	2018	Verizon	Pump Station Moderns	98.72
TOTAL Sewer Operating \$				<u>98.72</u>
Sewer Construction Fund				
12/22/2017	236	The Milnes Company	Payment App. 3 Project # 1631006	44,153.10
TOTAL Sewer Construction Fund \$				<u>44,153.10</u>
Capital Reserve Fund				
TOTAL General Fund				<u>318,199.74</u>
TOTAL Sewer Operating				<u>98.72</u>
TOTAL Sewer Construction				<u>44,153.10</u>
Transferred by:				<u>\$362,451.56</u>
TOTAL Capital Reserve Fund \$				<u>-</u>

Authorized by: _____

POCONO TOWNSHIP CHECK LISTING

January 2, 2018

General Fund

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/27/2017	56582	Lincoln Life	Supplemental Insurance	300.00
12/27/2017	56584	Avail Business Systems, Inc.	Shelves and Labor cost	4,719.37
12/27/2017	56585	BIU of PA, Inc.	ZO Services	1,300.00
12/27/2017	56586	Boucher & James, Inc.	Engineering	3,610.32
12/27/2017	56587	C. S. Davison, Inc.	Permit Manager Support and Maintenance Agreement 2018	1,850.00
12/27/2017	56588	Cargill Incorporated	Salt	6,156.00
12/27/2017	56589	Cefali and Associates PC	Treasurer Services	385.00
12/27/2017	56590	Cyphers Truck Parts	Truck repair	226.65
12/27/2017	56591	Dailey Resources, LTD	Stock for Shop	47.00
12/27/2017	56592	Eureka Stone Quarry, Inc.	2A Bulk Stone	343.50
12/27/2017	56593	Hanson Aggregates Pennsylvania LLC	1/4" wash & Stone	3,028.19
12/27/2017	56594	Highmark Inc.	December 2017 - Administrative Fee	90.95
12/27/2017	56595	HUNTER KEYSTONE PETERBILT	Truck repairs	933.67
12/27/2017	56596	J. P. Mascaro & Sons	Township Garbage	245.28
12/27/2017	56597	JPA Masonry LLC	Brick Memorial - Mt. View	800.00
12/27/2017	56598	Lackawanna College	Mandatory Training Police Officers	600.00
12/27/2017	56599	Medico Industries, Inc.	Labor - Quote estimate	112.20
12/27/2017	56600	Network Fleet	Unpaid Balance	29.95
12/27/2017	56601	Otto, Carol	Cleaning	550.00
12/27/2017	56602	PA Dept of Labor & Industry - B	Boiler inspections and Certificates	105.00
12/27/2017	56603	Paletta, Robert	Reimbursement - Mailbox damage	15.89
12/27/2017	56604	PAPCO, Inc.	Gasoline	3,180.80
12/27/2017	56605	Pitney Bowes	Postage Meter	117.00
12/27/2017	56606	Pocono Farmstand & Nursery	Heritage Center - Veteran's Day	78.00
12/27/2017	56607	Pocono Management Associates LLC	Contracted Services	1,703.19
12/27/2017	56608	Road Runner Food Mart	Gasoline & Diesel	2,903.70
12/27/2017	56609	Royal Security Services, Inc	Yearly Service Fee 2017 -17.50 2018 - 137.50	155.00
12/27/2017	56610	Staples Advantage	Office Supplies - Twp	256.89
12/27/2017	56611	Staples Credit Plan	Office Supplies - Police	260.72
12/27/2017	56612	Starr Uniform Center	Corporal Badges/Pins	334.85
12/27/2017	56613	Stiff Oil Company	Heating Oil	595.90
12/27/2017	56614	T&M Associates	PennDOT HOP	80.25
12/27/2017	56615	Tulpehocken Mountain Spring Water Inc	Water	157.50

POCONO TOWNSHIP CHECK LISTING
January 2, 2018

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/27/2017	56616	UNIFIRST Corporation	Carpets/Uniforms	145.73
12/27/2017	56617	Wilson Products Compressed Gas Co.	Tanks	101.47
TOTAL General Fund \$				35,519.97

Sewer Operating Fund

12/21/2017	2015	Boucher & James	Sewer Engineering	12,140.73
12/21/2017	2016	JP Mascaro	Pump Station Waste Removal	90.00
12/21/2017	2017	Pocono Management & Associates	Contracted Services 12/11 - 12/17	1,104.33
12/27/2017	2019	Blue Ridge Communication	Phone/Internet	86.62
12/27/2017	2020	Med-Ed	Electric Utilities	341.15
12/27/2017	2021	Pocono Lake Supply	Cement blanket	63.60
12/27/2017	2022	Pocono Management & Associates	Contracted Services 12/18 - 12/24	832.23
12/27/2017	2023	Richard gaun	Sewer Refund 2016	156.26
TOTAL Sewer Operating Fund \$				14,814.92

POCONO TOWNSHIP CHECK LISTING

January 2, 2018

Sewer Construction Fund
Date 12/22/2017 Check 237

Vendor

Boucher & James

Memo

Engineering Screw Screen Cover & Valve Replacement

Amount

8,052.18

TOTAL Sewer Construction Fund \$ 8,052.18

Capital Reserve Fund

TOTAL Capital Reserve Fund \$ -

Liquid Fuels

ESSA

TOTAL General Fund

\$35,519.97

TOTAL Sewer Construction Fund

\$8,052.18

TOTAL ESSA Transfer

\$43,572.15

Transferred by:

Wayne Bank

Operating Fund

\$14,814.92

Authorized by: