



**POCONO TOWNSHIP COMMISSIONERS**

**AGENDA**

July 1, 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 – June 17, 2019 – personnel

**Hearings –**

Ordinance 2019-03 - consideration of Ordinance 2019-03; an ordinance to repeal in its entirety Chapter 301, Short-term rentals, of the code of the Township of Pocono (action item\*)

**Presentations –**

Northridge at Camelback (possible action item\*)

**Resolutions**

Resolution 2019-14 – consideration of Resolution 2019-14, a resolution granting conditional preliminary/final approval of the Turkey Hill Minit Market Land Development Plan (action item\*)

**OLD BUSINESS**

1. Motion to approve the minutes of June 17, 2019 meeting of the Board of Commissioners (action item\*)
2. Motion to approve minutes of June 24, 2019 work session of the Board of Commissioners (action item\*)

(Action Item\*)

\*A matter listed as an “Action Item” on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an “Action Item” does not require the Board of Commissioners to deliberate or take official action on that matter.

\*\* Change to agenda versus draft posted on website

**NEW BUSINESS****1. Personnel**

- a. Acknowledge the completion of the one year probationary period for the following police officers – effective July 2, 2019 –
  - Officer Joseph Bianchi, Officer Ryan Melley and Officer James Scott

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through June 27, 2019 in the amount of \$ 115,500.87 (action item\*)
- b. Ratify gross payroll for pay period ending June 16, 2019 in the amount of \$ 102,930.07 (action item\*)
- c. Motion to approve vouchers payable received through June 27, 2019 in the amount of \$ 59,117.58 (action item\*)
- d. Motion to approve capital expenditures received through June 27, 2019 in the amount of \$ 237,317.63 (action item\*)

**3. Travel/Training Authorizations (Approve/Ratify)****Report of the President**

- a.

**Commissioners Comments**

Richard Wielebinski – Vice President

- a.

Harold Werkheiser – Commissioner

- a.

Chad Kilby – Commissioner

- a. Update -Intersection Lighting

Jerrold Belvin – Commissioner

- a. Discussion on the status of 1563 Sullivan Trail (possible action item\*)
- b. Motion to allow public works employees who volunteer to be trained to drive fire company vehicles be permitted to be trained and allowed to respond during business hours based on policy to be created (action item\*)

**Reports****1. Public Works Report**

- a. Update - road crew projects

(Action Item\*)

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- b. Update – Park operations
- c. Update - Fish Hill Road Stormwater Project
- d. Update – Lighting from Heritage Center to basketball court
- e. Update – Road projects – paving and seal coat
- f. Discussion on drainage pipe installation and responsibility

## **2. Administration – Manager's Report**

- a. Update - Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update – Business Association
- d. Update - Mutual Aid Agreements
- e. Motion to grant request from Pocono Township Lion's Club to waive the pavilion rental fee of \$ 50.00 for August 13, 2019. (Action item\*)
- f. Motion to approve agreement with US Department of Agriculture for the spotted Lanternfly cooperative control program at no cost to Pocono Township (action item\*)
- g. Motion to grant request from the Pocono Garden Club to waive the pavilion rental fee of \$ 50.00 for August 13, 2019. (action item\*)
- h. Motion to enter into agreement with MCTI at \$78 per hour for a maximum of 364 hours for the 2019-2020 school year (action item\*)
- i. Motion to request the Pocono Township Planning Commission review and provide recommendations/comments on the draft Erosion and Sedimentation – grading control ordinance (action item\*)

## **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. Update – TLC Dam Project
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan
- g. Update – Erosion and Sedimentation Ordinance
- h. Update - Learn Road To Fish Hill Road culvert inspection
- i. Update – MVP Well

(Action Item\*)

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- j. Update – MS4
- k. Update – Generator bid documents

**4. Township Solicitor Report**

- a. Update - Exxon Monitoring wells
- b. Update – Health and Safety Ordinance
- c. Update – Breezewood Drive emergency access

**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**

(Action Item\*)

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**POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2019- XX**

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,  
PENNSYLVANIA REPEALING IN ITS ENTIRETY CHAPTER 301, SHORT-TERM  
RENTALS, OF THE CODE OF THE TOWNSHIP OF POCONO**

**WHEREAS**, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania (the "Township"), enacted Ordinance No. 2017-03 on July 7, 2017 which established the minimum requirements and standards for the operation of any Short-Term Rentals for the purpose of promoting the public health, safety, and general welfare of the residents of Pocono Township.

**WHEREAS**, the Board of Commissioners of the Township believe that it would be in the best interests of the Township and the residents of the Township that Ordinance No. 2017-03, codified as Chapter 301 of the Code of the Township of Pocono, be repealed in its entirety.

**NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED AND ENACTED** by the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania that Chapter 301, Short-Term Rentals, of the Code of the Township of Pocono, establishing the minimum requirements and standards for the operation of any Short-Term Rentals, is hereby repealed in its entirety. This ordinance shall be effective immediately after enactment.

**ENACTED AND ORDAINED** this 1<sup>st</sup> day of July 2019.

**ATTEST:**

**TOWNSHIP OF POCONO  
MONROE COUNTY**

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**Donna M. Asure**  
Assist. Township Secretary

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**GERALD J. LASTOWSKI**  
President, Board of Commissioners

**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION GRANTING CONDITIONAL PRELIMINARY/FINAL  
APPROVAL OF THE TURKEY HILL MINIT MARKET LAND DEVELOPMENT  
PLAN**

**WHEREAS**, the applicant, Turkey Hill, L.P., submitted a preliminary/final land development plan application titled "Turkey Hill Minit Market #274 Preliminary/Final Land Development Plan" (the "Plan"). The applicant proposes to add thirty (30) seats to the existing Turkey Hill Minit Market, which requires the installation of additional parking, including the restriping and construction of thirty-one (31) parking spaces within existing impervious and lawn areas. The property is located on the eastern side of State Route 611, approximately 0.5 miles south of the intersection with State Route 715, on a 3.85 acre site located in a C Commercial Zoning District and R-1 Residential Zoning District; and

**WHEREAS**, the Township Engineer has reviewed the Plan and offered comments in his letters dated August 23, 2018, October 18, 2018, March 21, 2019, April 18, 2019 and June 4, 2019; and

**WHEREAS**, the Pocono Township Planning Commission recommended the conditional preliminary/final plan approval of the Plan at a meeting held on May 13, 2019; and

**WHEREAS**, the Pocono Township Board of Commissioners desires to take final action on this Plan.

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania:

That the following requests for modification from the Subdivision and Land Development Ordinance are hereby granted:

1. SALDO Sections 390-29.D(1) and 390-2.F: Site Context Map. *The applicant shall be permitted to submit an aerial photograph to satisfy the Site Context Map requirement.*
2. SALDO Sections 390-29.D(2) and 390-29.G: Existing Resources and Site Analysis. *The applicant shall be permitted to submit an Existing Conditions/Demo Plan and photographs to satisfy the Existing Resources and Site Analysis requirement.*
3. SALDO Sections 390-29.D(3) and 390-29.H: Resource Impact and Conservation Analysis. *The applicant is not required to provide a Resource Impact and Conservation Analysis since the proposed improvements are located within existing paved and lawn areas, and only a 0.2% increase in impervious area is proposed.*
4. SALDO Sections 390-43.A(6)(f) and 390-78.B: Protection of Natural Areas. *The applicant is not required to complete and submit a PNDI since the proposed development*

*occurs on an existing, developed site.*

5. SALDO Sections 390-55.D(1) and 390-55.D(3)(d): Street Trees. *The applicant is not required to plant additional street trees as this is an existing, developed site.*
6. SALDO Section 390-55.F(3)(a): Buffers. *The applicant is not required to plant additional buffers as there is an existing wooded bank with established vegetation.*

That the following request for modification from the Brodhead/McMichael Creek Stormwater Management Ordinance is hereby granted:

1. SMO Section 365-10.I(8)(b): Stream Buffer Delineation. *The stream buffer is shown on the Plan. A portion of the proposed parking area and "stone trench infiltrator" is located within the existing stream buffer.*

That the "Turkey Hill Minit Market #274 Preliminary/Final Land Development Plan" as shown on the preliminary/final land development plan prepared by Ludgate Engineering Corporation, dated April 28, 2017, as revised, be hereby approved with the following conditions and provided the plan is revised as follows, subject to the review and approval of the Township Engineer and/or Township Solicitor:

1. The applicant shall comply with all of the conditions and requirements identified in the Township Engineer's letters.
2. The applicant shall relocate two parking spaces on the Plan as discussed with the Planning Commission at their May 13, 2019 meeting.
3. The applicant shall obtain the written approval of Steele's Hardware for the parking spaces delineated on the Plan.
4. The applicant shall enter into an Improvements Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
5. The applicant shall enter into a Maintenance Agreement with the Township and provide appropriate security, if deemed necessary by the Township.
6. The applicant shall enter into a Stormwater Management and Maintenance Agreement with the Township, if deemed necessary by the Township.
7. The applicant shall pay all necessary fees associated with the Plan, any outstanding plan account charges and all professional services fees, prior to the recording of the Plan.
8. The applicant shall obtain all required permits and approvals from other governmental and regulatory agencies prior to presenting the Plan for signatures.
9. The applicant shall provide three (3) mylars for recording the plans and eight (8) sets of paper prints which are signed and notarized by the owner and sealed by the engineer.

10. The applicant shall meet all conditions of the preliminary/final plan approval, and Plan shall be recorded within twelve (12) months of Conditional Preliminary/Final Plan approval, and agrees that if such conditions are not met, the Conditional Preliminary/Final Plan approval will be considered void.
11. The applicant shall accept these conditions in writing within five (5) days of receipt of the Board of Commissioners Resolution, otherwise the Plan is denied.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST:

Township of Pocono  
Board of Commissioners

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

By: \_\_\_\_\_  
Print Name: Gerald Lastowski  
Title: President

DRAFT

**REGULAR MEETING MINUTES****June 17, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 06/17/2019 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 Tressler, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

**PUBLIC COMMENT:**

Wayne Mazur, President of the Board of Cobble Creek Community Association, introduced himself and other members of their board to the Board of Commissioners. He gave the board a letter containing open issues that they hope to discuss with Pocono Township.

Chris Ortolan, Twp. Resident, commented on the zoning report included in the agenda packet and the uses of Savvy Citizen.

Ellen Gndt, Twp. resident, commented on naming the litigation discussed in executive sessions; questioned what the action might be on the Solid Waste Ordinance listed under Commissioner Lastowski's report; asked if Business Association meetings were going to be open to the public and were all businesses notified; and questioned the waiving of the bond for fireworks under the manager's report.

**ANNOUNCEMENTS:**

J. Lastowski announced an executive session was held on June 12, 2019 to discuss possible litigation concerning Tobyhanna Township and personnel issues.

J. Lastowski announced that an executive session was held on June 17, 2019 to discuss personnel issues and possible litigation concerning Tobyhanna Township.

**PRESENTATIONS:**

Jason Fitzgerald, JDM consulting, township grant writer gave an update on the grant applications submitted or being submitted on behalf of the township.

C. Kilby made a motion, seconded by J. Belvin, to have the grant writer apply for both the right-hand turn lane project and the streetscape project to DCED during this round of grant applications and to let Senator Scavello know the township's priority. Roll Call Vote: R. Wielebinski,

yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**HEARINGS: NONE**

**RESOLUTIONS:**

Resolution 2019-13 - L. DeVito, Twp. Solicitor, explained the Resolution is to consider granting a time extension to Summit Health for their Land Development Project.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-13 granting an extension of time to satisfy conditions of the plan approval of the Summit Health Center land development Plan for a period of twelve (12) months from the date of this resolution to satisfy the conditions for final plan approval and record plan as set forth in Resolution 2017-26. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**MINUTES:**

J. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 06/03/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 06/12/2019 work session of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS:**

Personnel -

C. Kilby made a motion, seconded by J. Lastowski, to ratify the hiring of Alyssa Bullis as a seasonal park employee, effective Monday, May 27, 2019 at a rate of \$12.00 per hour for approximately 32 hours per week.

Discussion followed. Motion was amended by C. Kilby to provide that a meeting will be scheduled with Ms. Bullis, two Commissioner and the manager to discuss expectations, discuss why the motion was not seconded at the last meeting, and to provide coaching for the employee. Amended motion was seconded by J. Lastowski. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, no. Motion carried.

The resignation of Steve Chaladoff from the Zoning Hearing Board effective July 1, 2019 was recognized by the board. The Board thanked Mr. Chaladoff for his service to the township.



Financial Transactions -Ratify vouchers payable

J. Lastowski a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending 06/13/2019 in the amount of \$ 1,390.09. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; yes; and J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by r. Wielebinski, to ratify gross payroll for the pay period ending 06/02/2019 in the amount of \$100,804.54. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by C. Kilby, to approve vouchers payable received through 06/13/2019 in the mount of \$192,006.40. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by C. Kilby, to approve capital expenditures received through 06/13/2019 in the amount of \$28,133.59. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Travel/Training Authorization -

R. Wielebinski made a motion, seconded by C. Kilby, to authorize Robert Sargent to attend the MS4 training for Municipal Employees - MCM6 good housekeeping and mock inspection provided by the Center for Watershed Protection, Inc and the Brodhead Watershed Association on June 28, 2019 at the Borough of Stroudsburg Office and Public Works Yard, from 8am to 4pm at no cost. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by R. Wielebinski, to authorize Donna M. Asure to attend the PA-PEMA G290 - Basic Public Information Officers course on June 20<sup>th</sup> and 21<sup>st</sup> at Muhlenberg college from 8am to 5pm each day, with no registration fee and to pay mileage and travel related expenses. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT:**

Gerald Lastowski, President

J. Lastowski discussed the correspondence received from Sanofi concerning the Solid Waste Ordinance.

Discussion followed concerning the current ordinance, the impact on this business and how solid waste removal is handled on this property.

J. Lastowski made a motion, seconded by C. Kilby for discussion purposes, to authorize the solicitor to prepare an ordinance to exempt industrial zones from the time restrictions in the Solid Waste Ordinance. Discussion followed on placing hours into this motion and the revised ordinance. J. Lastowski amended his motion to state solid waste removal for industrial zoned properties will be between 6am and 9pm. Amendment seconded by C. Kilby. J. Lastowski asked for public comment. There was none. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Lastowski discussed the recently held work session with the local business community. He explained that the Board was pleased with the turnout and there seemed to be a lot of interest from the business community. It is the hope of the Board that this organization will organize and thus be in control of the association. Traffic was a large part of the discussion. Another meeting will be scheduled.

#### COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President - None

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby explained that PPL has started to open space around the lights and will have some work done by end of week.

Blinking Lights during off hours - discussion was held on whether it would be beneficial to have some of the township lights go into a blinking mode during off hours. It is believed that since the lights being discussed are on a state road that PennDot would need to give approval. J. Tressler, Tw. Engineer will research state requirements.

Jerrod Belvin - Commissioner

Commissioner Belvin reported that the work has been completed to install back-up generators at three major intersections within the township.

#### REPORTS:

Pocono Township Police - Chief Kent Werkheiser gave his report for May. He also reported that the emitters have been installed in the police vehicles and the LPR's are working very well.



EMS - Joseph Monaco, Director of Operations St. Luke's Emergency & Transport Serves, was here to introduce himself to the board and to report on the activity of EMS services for May.

Pocono Township Fire Company - no report

Recreation Committee - The Kettle Creek event, Snakes, was well attended and enjoyed by all. The first Thursday on the Green movie, How to train your dragon - The Hidden World is coming up on June 27<sup>th</sup>.

Zoning - report provided in packet

### **Public Works**

Road Crew Projects - R. Sargent reported the weather is delaying projects.

Park Operations - R. Sargent reported that things are drastically changing at the park since he had a lengthy discussion with staff. They are working on laying stone on the trails. The Board stated they want the road crew to work at the park weekly and attention needs to be paid to the ballfields.

Fish Hill Road Storm System Project - R. Sargent reported that work is 99.9% complete.

Lighting from Heritage Center to Basketball Courts - has not had a chance to look at this

2019 Road projects - R. Sargent reported that weather is causing some delays but the paving and tar and chip projects are continuing. Commissioner Wielebinski asked if the center line had been sealed on Cranberry yet? It was reported that it has not yet been done.

Woodland Road - R. Sargent reported that the road crew put in cold patch and then asphalt last week in some of the worst areas.

### **Administration - Manager's Report**

Regional Comprehensive Plan - No update

Traffic Task Force - Need to choose some dates for a future meeting where PennDot will be included.

Pocono Business Association - discussed early in the meeting. There was a suggestion from the business community to hold the meetings at 7pm rather than 5:30pm. The board will look at some future dates.

Mutual Aid Agreements - have not heard back from many municipalities.

Great Wolf Fireworks Display -

C. Kilby made a motion, seconded by J. Lastowski, to approve the 1.3G application of Great Wolf Lodge for a firework's display at Great Wolf on 07/05/2019 with no rain date and to waive the 30-day application requirement contingent upon receiving all required documents. Discussion followed on the need to waive the 30-day requirement for the application. Roll call Vote: R. Wielebinski, no; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Pocono Township Volunteer Fire Company Fireworks Display -

J. Belvin made a motion, seconded by C. Kilby, to approve the 1.3G application of the Pocono Township Volunteer Fire Company for a firework's display at St. Paul's Lutheran Church 07/17/2019 with a rain date of 07/18/19 and to waive the \$100 application fee and the \$100,000.00 bond requirement contingent upon receiving all required documents. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Savvy Citizen

Discussion was held on the use of this app and the benefits to the township. The township should attempt to have a booth at the upcoming firemen's carnival to distribute information to residents.

C. Kilby made a motion, seconded by J. Belvin, to approve the use of Savvy citizen for township announcements and notifications to residents and visitors at a cost of \$2490 per year plus approximately \$300 in startup marketing fees contingent upon solicitor review of terms. Roll Call Vote: r. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure reported that correspondence had been received from Turkey Hill granting a 90-day extension for Board of Commissioner decisions.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert replacement project - J. Tressler, Twp. Engineer, stated that information has been provided to the grant writer for application for a flood mitigation grant for this project and it appears that the application is being well received.

Right Hand Turn Lanes - Discussed earlier in the meeting with grant writer.

TLC Bridge- J. Tressler reported that the GS11 permit has been received. The schedule at this time is the bid will be put out around July 12<sup>th</sup> with opening of the bid on August 5<sup>th</sup> and notice of award out by August 19<sup>th</sup>.

TLC Dam - discussion took place on this project. A cost estimate with sketches and dimensions will be prepared by the end of July to provide to the grant writer.

Culvert Cleaning Maintenance - No report - J. Tressler reported he hopes to get together with R. Sargent when things calm down.

Master Sidewalk Plan - J. Tressler, Twp. Engineer reported that he is updating some of the cost estimates and lighting information.

Soil and Erosion Ordinance - J. Tressler, Twp. Engineer, reported that he met with L. Pereira, Twp. Solicitor and final changes are being made before the board is presented with a draft. Since this is a standalone ordinance it will not need to go to the Monroe County Planning Commission for comments/approval. The board asked if there has been any update on the Archer Lane violation. Discussion followed. The township manager will get an update from the MCCD.

Well at Mountain View Park - The application for DEP has been completed and specifications should be completed shortly. It is a little more complex since it is a comprehensive package including the comfort stations and other work.

MS4 - The next steps will involve public education such as brochures and information on our website.

Scotrun Avenue South and Learn Road Bridges - J. Tressler was asked by the Board to inspect the two bridges. J. Tressler stated that the bridges are not in danger of collapse, but they are both coming to the end of their useful life.

#### **TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - A letter has been received from DEP that the property owner has not responded to any deadlines and penalties are now being assessed. An inspection by the state is scheduled for July 9, 2019.

White oak Culvert emergency access - L. DeVito, Twp. Solicitor reported that the deeds have been prepared and he would need authorization from the board to have the checks issued and documents presented to the owners of the properties for signatures.

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the payment of \$680.00 to Corey Givens, for easement on portion of parcel numbers 12/7C/1/55 and 12/7C/1/56, and \$500.00 to Keturah d. Fritz and Denise VanDriesen, for easement on portion of parcel 12/7/1/54, for purpose of paying consideration for dedicated Right-of-Way and allow Thomas McKeown to circulate deeds for notarized signatures and return to Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**TWP SOLICITORS' REPORT CONT:**

Breezewood Drive Easements - L. DeVito reported that he continues to work with the property owners to complete this easement and emergency access.

Camelback Lot 12 and Helipad -

J. Lastowski made a motion, seconded by C. Kilby, to authorize the release of the Letter of Credit for Camelback Lot 12 and Helipad in the amount of \$147,075.17. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

ZHB Members -

R. Wielebinski made a motion, seconded by C. Kilby to authorize the township manager to solicit candidates to interview as members of the Zoning Hearing Board. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:**

Alyssa Bullis, Twp. Resident thanked the board for approving her re-hire and requested to ask some questions about what had occurred over the last two and one half weeks.

Ellen Gndt, Twp. resident, commented on the right for personnel issues to be discussed in public. She asked why the bond was not needed for the Fire Company's firework display. The Board explained that the company has a \$10 million dollar insurance policy, which is far above the bond requirements.

Ms. Gndt stated that at the last meeting she reported an issue with a resident on Alger Avenue and someone from the township was to get back to her. She has not heard from anyone. Discussion followed with R. Sargent. The engineer will now review this situation.

Maxine Turbolski, Twp. resident, asked if the board knew when Brookdale was to open. The township has no knowledge. The Board was asked if they have submitted a master plan for the property. The response was they have not. The Board was informed that the logging that was done on the Brookdale property has left a lot of dead trees just lying on the property.

**ADJOURNMENT INTO EXECUTIVE SESSION:**

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:40pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**Work Session Minutes**

**DATE:** June 24, 2019

**TIME:** 6:00 pm

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Jerry Lastowski

**ROLL CALL:**

Harold Werkheiser - Absent  
Richard Wielebinski – Present  
Chad Kilby – Absent  
Jerrod Belvin – Absent

The work session included the planning commission members, Ron Swink, Scott Gilliland, Marie Guidry, Dennis Purcell, Keith Meeker, Bruce Kilby and Jeremy Sawicki.

Also present were Lisa Pereira - Solicitor, Jon Tressler – Twp. Engineer and Donna Asure-Township Manager.

The work session was called to order at 6:00pm by Chairman Swink followed with the Pledge of Allegiance.

Chairman Swink asked all to remember Jake Singer, who recently passed away, in our thoughts. Mr. Singer regularly attended all planning commission meetings and he will be missed.

Public Comment – none

The draft Property Maintenance Ordinance was discussed -

- The Board of Commissioners believe this ordinance is needed for health and safety reasons such as snakes and rats
- The possible devaluation of adjacent properties from a property that may not be taken care of
- How can foreclosures be dealt with? Possible letters to the banks that own the property
- This is not to hinder home owners but to protect neighbors
- What types of organizations, such as church groups, are within the community that may be able to help those homeowners who cannot care for their properties themselves
- Length of grass –
  - What would be the correct length of grass? Who decides what is reasonable?
  - How can this be enforced? Could there be liens placed on properties that the township had to deal with?
  - What about property owners that are away for a period of time?
  - How does inclement weather hinder caring for your grass in the amount of time the ordinance would require?
  - How would open spaces and “fields” be affected by this since this is the country?

Officer Aaron Anglemyer stated that if the police were to enforce there would need to be a way to quantify the violation.

Ellen Gndt, Twp. Resident, commented that ordinances are for health and safety and this ordinance would be for aesthetics and would be subjective. She questioned as to how many complaints have been received about these conditions.

L. Pereira, Solicitor, was asked to research as to whether municipalities in surrounding areas have ordinances that deal with this subject.

Discussion took place as to whether this could be combined with a health, safety ordinance. It was also discussed that our current ordinances should be reviewed to see how many of the items in the draft ordinance were actually addressed in existing township ordinances.

Ellen Gndt, twp. Resident commented on what might happen to natural areas?

The boards discussed the financial impact that should be a property owners' responsibility but may fall to the township in the enforcement of this draft ordinance.

The Board of Commissioners asked the Planning Commission to review and comment on a draft Soil and Erosion and grading ordinance that has been placed into their notebooks.

Public Comment – none.

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

The work session ended at 7:04pm.

Submitted by:

Donna M. Asure  
Township Manager

POCONO TOWNSHIP  
Monday, July 1, 2019

## SUMMARY

Ratify

General Fund	\$	107,707.53
Sewer Operating	\$	109,543.41
Sewer Construction	\$	-
Capital Reserve	\$	1,180.00

Bill List

TOTAL General Fund	\$	43,474.37
TOTAL Sewer <u>OPERATING</u> Fund	\$	15,250.81
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	392.40
TOTAL Capital Reserve Fund	\$	237,317.63
Liquid Fuels	\$	-

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

FROM:

TO:

Notes:



## POCONO TOWNSHIP CHECK LISTING

**RATIFY**

Monday, July 1, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	06/21/2019			PAY 12 Pay Period ending 6-16-19	\$ 102,930.07
General Expenditures				<b>TOTAL PAYROLL</b>	<b>\$102,930.07</b>
	06/06/2019	58263	KIMBALL MIDWEST	OPERATIONAL SUPPLIES	\$ 468.41
	06/06/2019	58331	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 593.75
	06/17/2019	58555	CARD MEMBER SERVICES	OPERATIONAL SUPPLIES	\$ 913.92
	06/17/2019	58556	VERIZON	POLICE PHONES	\$ 608.25
	06/17/2019	58557	VERIZON	TOWNSHIP PHONES	\$ 464.97
	06/18/2019	58558	CARD MEMBER SERVICES	OFFICE SUPPLIES & COMMUNITY DAY	\$ 1,658.10
	06/18/2019	58559	VERIZON	POLICE IPADS	\$ 70.06
				<b>TOTAL General Fund Bills</b>	<b>\$ 4,777.46</b>
Sewer Operating Fund					
	06/17/2019	1296	BLUE RIDGE	INTERNET SERVICE PUMP STATION	\$ 60.52
	06/17/2019	1297	VERIZON	SCADA PHONE LINE	\$ 37.45
	06/17/2019	1298	BLUE RIDGE	INTERNET SERVICE PUMP STATIONS	\$ 121.04
	06/18/2019	1299	PPL	ELECTRIC SERVICE PUMP STATIONS	\$ 149.10
	06/21/2019	1300	BCRA	SEWER TREATMENT	\$ 109,055.16
	06/21/2019	1301	VERIZON	PUMP STATION MODEMS	\$ 120.14
				<b>TOTAL Sewer Construction Fund</b>	<b>\$ -</b>
Capital Reserve					
	6/18/2019 1068		Cory Given	RIGHT OF WAY PAYMENT (WHITE OAK CULVERT)	\$ 680.00
	6/18/2019 1069		Keitrah Fritz & Denice Vandriesen	RIGHT OF WAY PAYMENT (WHITE OAK CULVERT)	\$ 500.00
				<b>TOTAL Capital Reserve Fund</b>	<b>\$ 1,180.00</b>
TOTAL General Fund					
TOTAL Sewer Operating				Transferred by:	
TOTAL Sewer Construction				107,707.53	
Total Capital Reserve				109,543.41	
				-	
				1,180.00	
				<b>218,430.94</b>	
				Authorized by:	



**POCONO TOWNSHIP CHECK LISTING**  
**Monday, July 1, 2019**

<u>Date</u>	<u>General Fund</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
6/28/2019		58560	Nationwide - 457	PAY 12 EE & ER CONTRIBUTION	\$ 3,585.86
6/26/2019		58562	Aspen Pest Services, LLC	Police Bldg Ant & Fly Service	\$ 92.00
6/26/2019		58563	Boucher & James, Inc.	Engineering services	\$ 4,686.88
6/26/2019		58564	Cramer's Home Building Center	PW supplies	\$ 72.88
6/26/2019		58565	Cyphers Truck Parts	PW supplies	\$ 38.90
6/26/2019		58566	Eureka Stone Quarry, Inc.	Road materials	\$ 1,683.14
6/26/2019		58568	J. P. Mascaro & Sons	6/1 to 6/30 TWP Waste Removal	\$ 270.45
6/26/2019		58569	Kyocera Document Solutions America, Inc.	Copier rental	\$ 366.56
6/26/2019		58570	Metro Technologies Services, Inc.	Annual subscription	\$ 2,773.00
6/26/2019		58571	Monarch	Steel Frames	\$ 1,610.00
6/26/2019		58572	Moyer, Jean	Refund Pav #1 Rental for 7/28/2019	\$ 200.00
6/26/2019		58573	PAPCO, Inc.	Diesel	\$ 2,649.11
6/26/2019		58574	Pliney Bowes	Postage meter rental	\$ 117.00
6/26/2019		58575	Sirchie Fingerprint Laboratories	Police operational supplies	\$ 123.41
6/26/2019		58576	Staples Credit Plan	Police office supplies	\$ 139.59
6/26/2019		58577	Stark, Janine	Refund Pav #4 for 8/3/2019	\$ 200.00
6/26/2019		58578	Suburban Testing Labs	Heritage Ctr water testing	\$ 100.00
6/26/2019		58579	Swank Motion Picture	Thursdays on The Green movie rental	\$ 500.00
6/26/2019		58580	UNIFIRST Corporation	PW uniforms & mats	\$ 147.04
6/26/2019		58581	J. P. Mascaro & Sons	Mt View Park waste removal	\$ 198.64
6/27/2019		58582	ADP, LLC	Payroll services	\$ 264.60
6/27/2019		58583	Bartonsville Printing	Property Receipts	\$ 85.00
6/27/2019		58584	Cefali and Associates PC	May 2019 Services	\$ 420.00
6/27/2019		58585	GFOA	Membership Renew 9/1/19 thru 8/31/20	\$ 190.00
6/27/2019		58586	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 2,365.76
6/27/2019		58588	Medico Industries, Inc.	PW supplies	\$ 15.67
6/27/2019		58589	PA DEP	Tank permits	\$ 100.00
6/27/2019		58590	Tulpehocken Mountain Spring Water Inc	Water	\$ 64.99
6/27/2019		58591	Highmark Inc.	HRA Fees	\$ 507.90
6/28/2019		58633	Cyphers Truck Parts	PW equipment supplies	\$ 299.95
6/28/2019		58634	D.G. Nicholas Co.	PW vehicle supplies	\$ 119.32
6/28/2019		58635	Eric A. Moses Co.	PW shop supplies	\$ 104.90
6/28/2019		58636	Eureka Stone Quarry, Inc.	Road materials	\$ 731.74
6/28/2019		58637	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 1,828.78
6/28/2019		58638	P & D Emergency Services	Installation of minor equipment in pw vehicles	\$ 430.15

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
6/28/2019	58639	PAPCO, Inc.	Police vehicle fuel	\$ 1,914.07
6/28/2019	58640	Pocono 4 Wheel Drive Center	PW operational supplies	\$ 500.00
6/28/2019	58641	Signal Service, Inc.	Emergency servie traffic signal	\$ 650.00
6/28/2019	58642	AMERICAN UNITED LIFE INSURANCE CO.	GTL JULY 2019	\$ 1,840.75
6/28/2019	58643	MetLife - Non Uni. Pen. Plan	JUNE 2019 ER CONTRIBUTION	\$ 4,986.45
6/28/2019	58644	US BANK - Lockbox CM9722	POLICE PENSION JUNE EE CONTRIBUTION	\$ 6,499.88
<b>TOTAL General Fund</b>				<b>\$ 43,474.37</b>

**Sewer Operating Fund**

6/28/2019	1302	Allstate Septic Systems, LLP	SERVICE PUMP STATION	\$ 170.00
6/28/2019	1303	Boucher & James, Inc.	Sewer engineering	\$ 7,183.34
6/28/2019	1304	J P Mascaro & Sons	WASTE REMOVAL JUNE 2019	\$ 99.25
6/28/2019	1305	KEYSTONE ENGINEERING GROUP	Engineering services PS5 flow alarm	\$ 1,993.89
6/28/2019	1306	MET-ED	ELECTRIC SERVICE PS 4	\$ 194.45
6/28/2019	1307	MLK & Associates	VALVE STATION SERVICE	\$ 1,000.00
6/28/2019	1308	Pocono Management Associates LLC	CONTRACTED SERVICES 6/10-6/23/ 2019	\$ 3,004.79
6/28/2019	1309	Pocono Township	SEWER ADMIN SERVICES 5/20 -6/2/2019	\$ 1,125.09
6/28/2019	1310	SUBURBAN TESTING LABS	NPDES TESTING SEWER STATIONS	\$ 480.00
<b>TOTAL Sewer Operating</b>				<b>\$ 15,250.81</b>

**Sewer Construction Fund**

6/28/2019	295	Boucher & James, Inc.	Engineering services	\$ 392.40
<b>TOTAL Sewer Construction Fund</b>				<b>\$ 392.40</b>

**Capital Reserve Fund**

06/27/2019	1070	BOUCHER & JAMES	ENGINEERING SERVICES CAPITAL PROJECTS	\$ 1,609.47
06/27/2019	1071	MEDICO	EQUIPMENT RENTAL	\$ 125.00
06/27/2019	1072	P&D EQUIPMENT	EMITTER POLICE VEHICLES	\$ 8,762.00
06/27/2019	1073	POCONO SPRAY PATCHING	2019 TAR & CHIP/ LINE STRIPING	\$ 226,821.16
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 237,317.63</b>

**LIQUID FUELS**

**TOTAL Liquid Fuels** \$ -

**ESSA**

<b>TOTAL General Fund</b>	\$ 43,474.37	
<b>TOTAL Sewer Construction Fund</b>	\$ 392.40	Authorized by: _____
<b>Sewer Operating</b>	\$ 15,250.81	
<b>Capital Reserve</b>	\$ 237,317.63	
<b>Liquid Fuels</b>	\$ -	
<b>TOTAL ESSA TRANSFER</b>	\$ 296,435.21	Transferred by: _____



UNITED STATES DEPARTMENT OF AGRICULTURE  
SPOTTED LANTERNFLY COOPERATIVE CONTROL PROGRAM

**URGENT NOTICE**

Dear Resident/Homeowner:

The invasive insect, spotted lanternfly (*Lycorma delicatula*), has been found on or near your residence. Please be advised that this pest has the potential to impact the quality of life in your community. It will feed on a range of different trees that may be in your yard or along the roadside. Because of the risk to agricultural crops like grapes, fruit trees, and forests, there is a quarantine in place to help prevent the human-assisted movement of the pest. The spotted lanternfly travels very easily by "hitching a ride" on vehicles and materials that have been stored outdoors (lumber, playground equipment, grills, landscaping materials, tools, etc.).

The United States Department of Agriculture has determined that the *Ailanthus altissima* tree(s) on your property are impacted with spotted lanternfly. We are seeking your consent for treatment with a combination of herbicide and/or insecticide. Only this species of tree is targeted for treatment because it is also a non-native host of the pest. There is no charge for this service.

Small trees will receive treatment with triclopyr herbicide so that they will die. Large trees will be treated with dinotefuran insecticide so that spotted lanternfly will continue to feed on this primary host. In turn, the pest will ingest this chemical application. Significant kill has been observed in nearby areas where heavy infestation by the sap-sucking spotted lanternfly has occurred. The results of these treatments are encouraging. Research and regulation provide for proper application of these chemicals in order to see results.

To help to prevent further dispersal of this invasive insect, we need to treat the host trees on public and private property within your neighborhood. Your cooperation is being asked to aid us in this effort by consenting to have the host trees on your property treated. **Please complete and return the enclosed treatment release form to the address on the release form.**

If you have any questions or concerns, do not hesitate to call our local office at (484)373-5917. To learn more about the spotted lanternfly and control methods, visit <https://aphis.usda.gov/hungrypests/slf> or <https://extension.psu.edu/spotted-lanternfly>.

Thank you in advance for your cooperation.

Sincerely,