



POCONO TOWNSHIP COMMISSIONERS

AGENDA

June 17, 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 12, 2019 – possible litigation and personnel

**Presentations –**

Update on grant applications – Jason Fitzgerald – JDM Consulting

**Hearings –**

**Resolutions**

Resolution 2019-13 – Motion to adopt Resolution 2019-13, a Resolution 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. (action item\*)

**OLD BUSINESS**

1. Motion to approve the minutes of the June 3, 2019 meeting of the Board of Commissioners (action item\*)
2. Motion to approve minutes of June 12, 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. Motion to ratify the rehiring of Alyssa Bullis as seasonal park employee, effective Monday, May 27, 2019 at a rate of \$12.00 per hour for approximately 32 hours per week. (action item\*)
- b. Acknowledge the resignation of Steve Chaladoff from the Zoning Hearing Board effective July 1, 2019

**2. Financial Transactions**

- a. Motion to ratify vouchers payable received through June 13, 2019 in the amount of \$ 1,390.09 (action item\*)
- b. Ratify gross payroll for pay period ending June 2, 2019 in the amount of \$ 100,804.54 (action item\*)
- c. Motion to approve vouchers payable received through June 13, 2019 in the amount of \$ 192,006.40 (action item\*)
- d. Motion to approve capital expenditures received through June 13, 2019 in the amount of \$ 28,133.59 (action item\*)

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

- a. Motion 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 (action item\*)

**Report of the President**

Gerald Lastowski

- a. Discussion on Solid Waste Ordinance (possible action item\*)
- b. Pocono Business Association

**Commissioners Comments**

Richard Wielebinski – Vice President

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Update - intersection lighting
- b. Discussion on blinking lights during off hours

(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

Jerrold Belvin – Commissioner

- a. Back up generators at traffic signals

## **Reports**

### **1. Emergency Service**

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

### **2. Recreation Committee**

- a. Kettle Creek event held June 15<sup>th</sup> - Snakes
- b. Thursday on the Green Event – Thursday, June 27, 2019 – How To Train your Dragon – The Hidden World

### **3. Zoning**

### **4. Public Works Report**

- a. Update - road crew projects
- 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. Update – Woodlands road report

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

- a. Update – Regional Comprehensive Plan
- b. Update - Traffic Task Force
- c. Update - Business Association
- d. Update – Mutual Aid Agreement
- e. Update – Green Light Go – 2015
- f. Update – Green Light Go - 2017
- g. Motion to waive the 30-day application requirement and approve the Fireworks application (1.3G) from Great Wolf Lodge for a fireworks display on Great Wolf Lodge property on July 5, 2019 (action item\*)
- h. Motion to approve the fireworks application (1.3G) from the Pocono Township Volunteer Fire Company for a firework display on July 17, 2019, rain date of July

(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

18, 2019 at St. Paul's Lutheran Church and waive the \$100 application fee and \$100,000 bond as requested by the fire department (action item\*)

- i. Motion to approve the use of Savvy Citizen App for township announcements and notifications to residents and visitors at a cost of \$2490 per year plus approximately \$300 in startup marketing fees conditioned upon solicitor review (action item\*)

#### **6. Township Engineer Report**

- a. Update - White Oak Culvert replacement project – flood mitigation grant – easements
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
  - On hold until grant award
- c. Update - TLC Bridge Grant
  - DEP GP-11 permit for maintenance
  - Schedule for repair
- d. TLC Dam – plans and possible grant
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update - Storm water ordinance (Archer Lane)
- h. Update – Well at MVP
- i. Update – MS4
- j. Update – Bridge inspections – Scotrun Ave South by Muldoon's; Learn Road by Pocono Farm stand

#### **7. Township Solicitor Report**

- a. Update - Exxon Monitoring wells
- b. Update - easements for White Oak culvert and emergency access
- c. Update – easements – Breezewood Drive
- d. Motion to authorize the release of the Letter of Credit for Camelback Lot 12 and Helipad in the amount of \$147,075.17. (action item\*)

#### **Public Comment**

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

Executive Session – if necessary

#### **Adjournment**

(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



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

**RESOLUTION NO. 2019-13**

**A RESOLUTION GRANTING AN EXTENSION OF TIME TO SATISFY  
CONDITIONS OF THE PLAN APPROVAL OF THE SUMMIT HEALTH  
CENTER LAND DEVELOPMENT PLAN**

**WHEREAS**, the applicants, Pocono Medical Center and DF Pocono Associates, L.P., submitted a preliminary/final land development plan application titled "Summit Health Campus Land Development Plan" (the "Plan"). The Plan proposes to construct a hospital and medical office building, located at the southwestern corner of the intersection of State Route 715 and Exit 299 of Interstate Route 80 on an approximate 88 acre site located in the C Commercial Zoning District; and

**WHEREAS**, on July 3, 2017, the Pocono Township Board of Commissioners enacted Resolution No. 2017-26 which granted conditional final plan approval of the Plan; and

**WHEREAS**, Resolution No. 2017-26 required that the applicants meet all conditions of the final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and if such conditions were not met, the Conditional Final Plan approval would be considered void; and

**WHEREAS**, the applicants were unable to satisfy the conditions of final plan approval and record the Plan within twelve (12) months of the Conditional Final Plan approval, and requested that the Board of Commissioners grant an extension of time to comply with the requirements of Resolution No. 2017-26;

**WHEREAS**, by Resolution No. 2018-44 the Pocono Township Board of Commissioners granted the applicants an extension of twelve (12) months to complete the conditions of the Conditional Final Plan Approval; and

**WHEREAS**, the applicants were unable to satisfy the conditions of final plan approval and record the Plan within the time extension granted by Resolution No. 2018-44, and have requested that the Board of Commissioners grant an additional extension of time to comply with the requirements of Resolution No. 2017-26;

**NOW THEREFORE BE IT HEREBY RESOLVED** by the Board of Commissioners of Pocono Township, County of Monroe, and Commonwealth of Pennsylvania the applicants, Pocono Medical Center and DF Pocono Associates, L.P., shall have a period of twelve (12) months from the date of this Resolution to satisfy the conditions final plan approval and record the Plan as set forth in Resolution No. 2017-26.

**RESOLVED** at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 17<sup>th</sup> day of June, 2019.

ATTEST:

Township of Pocono  
Board of Commissioners

By: \_\_\_\_\_  
Print Name: Donna M. Asure  
Title: Assist. Twp. Secretary

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

DRAFT

**REGULAR MEETING MINUTES****June 3, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 06/03/2019 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; Richard 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:**

Ellen Gndt, Twp. resident, informed the Board that there were no more agendas for the public and asked what the executive session was for. Board responded for personnel and litigation.

Dean Hartshorn, Twp. Resident, thanked the board for paying the road crew to work at community day and questioned the purchase of the diggers for MVP.

**ANNOUNCEMENTS:**

The winner of the website logo contest is logo #3, a keystone with black bear

The Board thanked all those involved in making Community Day a success  
An executive Session was held on June 3, 2019 for personnel and litigation

**PRESENTATIONS - none****Hearings - none****RESOLUTIONS:****MINUTES:**

J. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of the 05/20/2019 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.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 05/20/2019 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.

**NEW BUSINESS:**Personnel -

J. Lastowski made a motion, seconded by J. Belvin, to approve the September 1, 2019 pension start date for Robert R. Miller in the amount of \$2,341.91 per month per the Election of Retirement Benefits Form as calculated by Beyer Barber Company. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, to ratify the rehiring of Alyssa Bullis as seasonal park employee, effective Monday, May 27, 2019 at a rate of \$12.00 per hour for approximately 32 hours per week. Motion failed for lack of a second.

Financial Transactions -Ratify vouchers payable

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending 05/30/2019 in the amount of \$174,413.81. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, 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 05/19/2019 in the amount of \$117,426.38. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by C. Kilby, to approve vouchers payable received through 05/30/2019 in the amount of \$66,122.78. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by J. Belvin, to approve capital expenditures received through 05/30/2019 in the amount of \$3,084.53. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to re-appropriate monies within the Capital Reserve budget in the amount of \$45,873.00 from the Right Hand Turn Lane Project for the following items - Generator Transfer switch - \$8,795.00; Emitters (police vehicles for

Green Light Go Grant - 2015) - \$10,000.00; Back up generators at traffic lights - \$17,128.00; and Bullet Resistant glass - administration building - \$9,950.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorization - no actions taken

#### **REPORT OF THE PRESIDENT:**

Gerald Lastowski, President

Discussion took place on the use of township purchased vehicles.

#### **COMMISSIONERS COMMENTS**

Rich Wielebinski - Vice President -

Discussion took place on replacing the two public works employees.

R. Wielebinski made a motion, seconded by C. Kilby, to approve the hiring of two public works employees. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to accept the second lowest quote received for tree removal at township parks from Robert Turnbull, Jr. DBA as Bullpine Tree Service in the amount of \$6,250.00 conditioned upon the township receiving the proper insurance documentation as required by the township insurance carrier. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner -

Intersection Lighting - Commissioner Kilby reported that PPL should begin work on this project the week of June 3, 2019.

Zoning Complaint Process - Discussion took place on filing a complaint within the township.

C. Kilby made a motion, seconded by R. Wielebinski, to keep the current policy in place and allow anonymous complaints to be received and investigated by the township. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, No; c. Kilby, yes; J. Belvin, no. Motion failed.

TLC Park Vision - A draft of a possible vision for TLC park was discussed. The township manager was asked that it be put on the township website and the social media pages for public review.

Scotrun Avenue South Bridge - Discussion took place on the condition of this bridge. The township engineer was asked to inspect and report back to the board.

Savvy Citizen - an automated citizen alert system was discussed. The township will look into this product for use with emergency management, public works and with the new township website and newsletters.

Jerrold Belvin - Commissioner - no report

#### **PUBLIC WORKS REPORT**

Road Crew Projects - R. Sargent reported the weather is delaying projects. They are starting to install pipes and complete drain work throughout the township.

Fish Hill Road Storm System Project - R. Sargent reported that work is 95% complete. Will be totally done if the weather holds out next week.

2019 Road projects - R. Sargent reported that paving is continuing in the Cranberry Road area and moving forward continuing the week of June 10, 2019. Chip Seal project will start June 10, 2019.

Park Operations - R. Sargent reported he laid down stricter guidelines on the operations of the park with all park staff. Discussion followed on the amount of work that needs to be done at the parks.

BCRA Water Line project - R. Sargent reported that the vault that was to be placed at TLC Park will be moved to a better location by the basketball court.

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

Regional Comprehensive Plan - no update

Traffic Task Force - A work session was held this evening with State Senator Scavello, State Representative Rader, Jackson Township Supervisors and representatives of both Pocono and Jackson Township's emergency services. Discussion was held on the traffic congestion. Another meeting will be scheduled.

Pocono Business Association - Kick off meeting will be Wednesday, June 12, 2019 from 5:30pm - 6:30pm

Mutual Aid Agreements - the letter from the board was mailed to all township elected officials



Dividend received - D. Asure reported that the township received a dividend from their insurance trust in the amount of \$14,869.30 for property and liability coverage.

Tannersville Point Time Extension - D. Asure reported that a time extension was received by Tannersville Point

Request for waiver of fees -

J. Belvin made a motion, seconded by J. Lastowski, to grant the request from Cub Scout pack 89 to waive the fee for pavilion rental on June 28, 2019 in the amount of \$100.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Telephone Service - D. Asure reported that a quote was received from Blue Ridge Cable for phone service for a cost of approximately \$350.00 per month. Currently the township uses Met-Tel for a monthly cost of approximately \$900.00. The park would have to stay with Met-Tel as there is no cable at the park which is needed for digital phones.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the one-year agreement with Blue Ridge for commercial phone service at the municipal and police buildings for a monthly cost of \$342.10 pending review of the agreement by the solicitor. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

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

White Oak Culvert replacement project - no report

Right Hand Turn Lanes - Discussion took place on this project now being completed by a private developer, that the township may not recoup the money already expended and that B&J have been requested to send a copy of their plans to Senator Scavello's office. It was stated that this project should now be removed from the agenda.

TLC Bridge- J. Tressler reported that the project should be out to bid within the next few weeks making it a fall project.

Culvert Cleaning Maintenance - No report

Dam at TLC - J. Tressler, Twp. Engineer reported that he had inspected the structure and is working on a plan that could be submitted to apply for grants.

Master Sidewalk Plan - J. Tressler, Twp. Engineer reported that he is almost complete with a cost estimated which is needed by the grant writer for grant application.

Erosion and Sedimentation Ordinance - J. Tressler, Twp. Engineer, reported the draft is complete and he will be meeting with the township

solicitor to review before distributing to the Board soon for review and then to the Pocono Township and Monroe County Planning Commissions.

Learn Road to Fish Hill Road Culverts - no update

Generator Bid Documents - J. Tressler reported that research is almost complete and bid documents should be out within two weeks.

Well at Mountain View Park - J. Tressler reported that he has been in contact with DEP concerning the paperwork required and will be getting three telephonic quotes within the next week. There was discussion on the testing required, and the repair of the comfort station.

#### **TOWNSHIP SOLICITOR REPORT**

Exxon Monitoring Wells - no update

Lawsuit Decision - L. DeVito, Solicitor, reported on the court's decision in the lawsuit filed by Ms. Gnandt concerning the Commissioner's compensation ordinance. The court preliminarily denied the challenge and ruled that Ms. Gnandt did not have standing to bring the suit. There is a thirty-day appeal period.

Short-Term Rental - L. DeVito, Solicitor, reported on the recent Supreme Court ruling which stated that short term rentals are a transient use and not a use for residentially zoned areas. Discussion followed on the township's current ordinance, where short term rentals would be allowed and the type of ordinance that the township might consider adopting to govern this type of rental in a commercial district. R. Wielebinski made a motion, seconded by J. Belvin, to repeal the short-term rental ordinance. C. Ortolan, Twp. Resident commented on the original process and intent of the ordinance. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Tannersville Point - L. DeVito, Solicitor, reported to the point on the status of the project known as Tannersville Point. Discussion followed with the board and the applicant.

J. Lastowski made a motion, seconded by C. Kilby to approve the request for modification from SALDO Sec. 390-29.F - Site Context Map. Discussion



- none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the request for modification from SALDO Sec. 390-29.G (7) - View shed analysis. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the request for modification from SALDO Sec. 390-29.K (1) & (2) - Community Impact/Financial Analysis. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby to approve the request for modification from SALDO Sec. 390-29.F (3)(a) - Medium Density Buffers. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby to approve the request for modification from SALDO Sec. 390-29.F (3)(g) - Medium Density Buffers. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby to approve the request for modification from SALDO Sec. 390-48.W (1) - Maximum slope of Earth Embankment. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the request for modification from SALDO Sec. 390-55.E (3) - Minimum grade inside stormwater basins. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin to deny the request for modification from SALDO Sec. 390-55.D (1) and 390-55.D (3) (d) - Street Trees along existing streets. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the request for modification from SALDO Sec. 390-60.C (1) - Traffic Study.

Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby to require sidewalks be installed the entire length of the project. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to require In Lieu of Fees be calculated and paid to the township, as per township ordinance rather than accepting open space. Discussion - none. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:**

Ellen Gndt, Twp. resident, questioned the pay of a worker. Ms. Gndt, Twp. Resident, stated she received an anonymous complaint about water runoff from the township property onto a private residence. Discussion followed. The Commissioners instructed R. Sargent, Road Supervisor to inspect and report back to Ms. Gndt. Ms. Gndt, Twp resident, commented on the need for a new well at MVP and the possibility of running lines from other onsite wells.

**ADJOURNMENT:**

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

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

**DATE:** June 12, 2019

**TIME:** 5:30 pm

**PLACE:** Township Building

**PRESIDING COMMISSIONER:** Jerry Lastowski

**ROLL CALL:**

Harold Werkheiser - Absent

Richard Wielebinski – Absent

Chad Kilby – Present

Jerrold Belvin – Present

The work session was called to order at 5:32pm by President Lastowski followed by the Pledge of Allegiance. Also present were Leo DeVito - Solicitor, Donna M. Asure-Township Manager and Senator Mario Scavello,

There was no public comment.

Mr. Lastowski introduced the Board of Commissioners and discussed the purpose of the meeting. The Commissioners reported on the projects they have been working on to make Tannersville and Pocono Township a destination such as –

- Route 611 intersection lighting project
- Sidewalk Plan
- TLC park renovations
- Traffic task force
- Home Town Hero flags

The Board emphasized that to make this vision of a beautiful destination happen they would need the business community's assistance. Everyone needs to look short term and long term to get good things done.

Commissioner Kilby and Commissioner Belvin gave updates on the projects such as the intersection lighting and the Green Light go grant project.

Much of the discussion concerned traffic in the area which was an open dialogue with Senator Scavello –

- Long term fixes of 715/611 project
- Lack of communication from PennDot to the business owners
- Need to be able to get customers into the businesses which is difficult due to the PennDot project and the inability to enter/exit business properties

The Commissioners asked the group if they believed forming this group was viable and a positive option. The response from the business community in attendance was positive. The business owners would like to discuss the sign ordinance and know more about the sidewalk plan. The group was informed that Commissioner Wielebinski was away on business which is why he was not able to attend.

The next steps will be two-fold –

- Senator Scavello will work with staff to hold a meeting with businesses concerning the PennDot 611 project
- The Commissioners will provide some dates that will be sent to the business community for the next meeting

There was no public comment.

The work session adjourned at 6:40pm.

**POCONO TOWNSHIP**  
**Monday, June 17, 2019**

## **SUMMARY**

**Ratify**

General Fund	\$	101,872.35
Sewer Operating	\$	299.75
Sewer Construction	\$	-
Capital Reserve	\$	22.53

**Bill List**

TOTAL General Fund	\$	168,377.68
TOTAL Sewer <u>OPERATING</u> Fund	\$	23,628.72
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	28,133.59
Liquid Fuels	\$	-

<b><u>Budget Adjustments</u></b>	\$	-
----------------------------------	----	---

<b><u>Budget Appropriations</u></b>	\$	-
-------------------------------------	----	---

**Interfund Transfer**

**FROM:**

**TO:**

**Notes:**

POCONO TOWNSHIP CHECK LISTING

**RATIFY**

Monday, June 17, 2019

	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund					
Payroll	06/07/2019			PAY 11 Pay Period ending 6-2-19	\$ 100,804.54
				TOTAL PAYROLL	<u>\$100,804.54</u>
General Expenditures					
	06/06/2019	58492	CRAMERS	Supplies	\$ 80.80
	06/06/2019	58493	PENTELEDATA	Township Internet	164.9
	06/06/2019	58494	PENTELEDATA	Police Internet	195.02
	06/06/2019	58495	Staples	Office supplies	627.09
				TOTAL General Fund Bills	<u>\$ 1,067.81</u>
Sewer Operating Fund					
	06/06/2019	1284	PENTELEDATA	INTERNET SERVICE PUMP STATIONS	\$ 299.75
					<u>\$ 299.75</u>
Sewer Construction Fund					
				TOTAL Sewer Construction Fund	<u>\$ -</u>
Capital Reserve					
	06/06/2019	1057	CRAMERS	Supplies for Fish Hill Project	22.53
				TOTAL Capital Reserve Fund	<u>\$ 22.53</u>
TOTAL General Fund					
TOTAL Sewer Operating				101,872.35 Transferred by:	
TOTAL Sewer Construction				299.75	
Total Capital Reserve				-	
				22.53	
				<u>102,194.63</u> Authorized by:	

# POCONO TOWNSHIP CHECK LISTING

## Monday, June 17, 2019

General Fund		Date	Check	Vendor	Memo	Amount
	6/12/2019		58496	Nationwide - 457	PAY 10 & 11 EE & ER CONTRIBUTIONS	\$ 8,945.96
	6/12/2019		58497	Clifford Couloute	REFUND OF SR FEE	\$ 564.50
	6/12/2019		58498	MetLife - Non Uni. Pen. Plan	MAY 2019 PENSION CONT.	\$ 5,887.29
	6/12/2019		58499	Teamster Local 773 - Police	DUES JUNE 2019	\$ 1,452.00
	6/12/2019		58500	Teamster Local 773 - Non-Uniform	JUNE 2019 DUES	\$ 634.00
	6/12/2019		58501	ADP, LLC	PAYROLL SERVICES	\$ 206.25
	6/12/2019		58502	Advanced Collision	VEHICLE MAINTENANCE	\$ 359.00
	6/12/2019		58503	Ardent Mills, LLC	Overpayment on Permit 190056	\$ 90.00
	6/12/2019		58504	ARGS Technology, LLC	May Police & Twp IT Services	\$ 2,500.00
	6/12/2019		58505	Best Auto Service Center	Police Vehicle repair Tire Replacement	\$ 24.00
	6/12/2019		58506	BIU of PA, Inc.	Permit Fees	\$ 4,753.70
	6/12/2019		58507	Brodhead Creek Regional Authority	5/31 to 6/30/2019 Sewer	\$ 177.08
	6/12/2019		58508	Broughal & DeVito, L.L.P.	Legal services planning	\$ 1,027.50
	6/12/2019		58509	Chemung Supply Corporation	Plastic Double Wall Solid Pipe	\$ 5,255.00
	6/12/2019		58510	Cyphers Truck Parts	PW vehicle supplies	\$ 277.67
	6/12/2019		58511	D.G. Nicholas Co.	PW vehicle supplies	\$ 249.77
	6/12/2019		58512	DELL Marketing, L.P.	Computer maintenance	\$ 215.09
	6/12/2019		58513	Eureka Stone Quarry, Inc.	2A Bulk Stone	\$ 1,529.43
	6/12/2019		58514	Francis Smith & Sons Inc	Contracted services	\$ 250.00
	6/12/2019		58515	Galls	Police operation supplies	\$ 202.00
	6/12/2019		58516	Gotta Go Potties, Inc	Portable bathrooms rental War Memorial & Mt. View Park	\$ 1,770.00
	6/12/2019		58517	H. M. Beers, Inc.	5/1 to 5/30/2019 SEO Services	\$ 1,845.00
	6/12/2019		58518	Hoffman Hlavac & Easterly	Labor & Employment	\$ 5,256.40
	6/12/2019		58519	J & B Auto	Police vehicle maintenance	\$ 989.87
	6/12/2019		58520	J & Z Professional Services LLC	June Cleaning Services	\$ 947.50
	6/12/2019		58521	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 147.72
	6/12/2019		58522	JDM Consultants, LLC	June 2019 Grant Consulting & Advocacy	\$ 2,625.00
	6/12/2019		58523	JESSICA SMITH	Social Media Mgmt	\$ 62.50
	6/12/2019		58524	Kimball Midwest	Operation supplies public works	\$ 436.88
	6/12/2019		58525	Macmillan Oil Co., Of Allentown	Bar & Chain Oil	\$ 54.00
	6/12/2019		58526	Metropolitan Telecommunications	Telephone service township & park	\$ 901.36
	6/12/2019		58527	Monroe County Control Center	Dispatch Services Q3	\$ 12,116.18
	6/12/2019		58528	MRM Worker's Compensation Pooled Trust	Workers compensation insurance	\$ 10,900.09
	6/12/2019		58529	Network Fleet	Police IT	\$ 325.45
	6/12/2019		58530	PAPCO, Inc.	Fuel police & public works	\$ 3,560.93

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
6/12/2019	58531	PLAYPOWER LT FARMINGTON	TLC Park equipment repair supplies	\$ 1,068.79
6/12/2019	58532	PMHIC	July 2019 Health Insurance	\$ 70,073.28
6/12/2019	58533	Pocono 4 Wheel Drive Center	Running Boards	\$ 400.00
6/12/2019	58534	Pocono Record	Advertisement	\$ 37.34
6/12/2019	58535	Pocono Township Library	2019 Community Day Library Fundraiser	\$ 440.00
6/12/2019	58536	PPL Electric Utilities	Electric service	\$ 50.28
6/12/2019	58537	Reliable Sign and Striping	Traffic signs	\$ 785.05
6/12/2019	58538	Robert B. Turnbull, Jr.	Misc Oak Trailer Planks	\$ 225.00
6/12/2019	58539	SFM Consulting LLC	May 2019 ZO Services	\$ 7,085.00
6/12/2019	58540	Shinetime Auto Wash & Lube	5/1 to 5/31/2019 Police Car Washes	\$ 54.00
6/12/2019	58541	Sirchie Fingerprint Laboratories	Police Supplies	\$ 78.70
6/12/2019	58542	Site2	Backup & Recovery Services	\$ 435.00
6/12/2019	58543	State Workers Insurance Fund	Fire Department Workers Comp Insurance	\$ 2,372.00
6/12/2019	58544	Steele's Hardware	PW operational supplies	\$ 1,118.24
6/12/2019	58545	Stephenson Equipment, Inc.	PW equipment	\$ 3,571.88
6/12/2019	58546	Stroudsburg Electric Motor Service	Replace Worn Out Impact Wrench	\$ 439.97
6/12/2019	58547	Stroudsburg Foto Shop, Inc.	Police minor equipment	\$ 1,864.95
6/12/2019	58548	Tulpehocken Mountain Spring Water Inc	Township water	\$ 109.09
6/12/2019	58549	UNIFIRST Corporation	Carpets & uniform	\$ 149.24
6/12/2019	58550	Waste Management of Pennsylvania, Inc.	Township Clean-up	\$ 1,298.50
6/12/2019	58551	Wilson Products Compressed Gas Co.	PW operational supplies	\$ 7.25
6/12/2019	58552	Wittel, Jason	Lettering for new Dodge Twp Truck	\$ 175.00
TOTAL General Fund \$				<u>168,377.68</u>

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
<b>Sewer Operating Fund</b>				
06/12/2019	1285	BLUE RIDGE COMMUNICATIONS	INTERNET SERVICE PUMP STATION	\$ 121.04
06/12/2019	1286	BROUGHAL & DEVITO, L.L.P.	LEGAL SERVICES	\$ 1,560.50
06/12/2019	1287	EEMA O&M Services Group, Inc.	JUNE 2019 O&M SERVICES & ADDITIONAL SERVICES MAY	\$ 7,544.38
06/12/2019	1288	KEYSTONE ENGINEERING GROUP	ENGINEERING SERVICES	\$ 1,042.50
06/12/2019	1289	METROPOLITAN TELECOMMUNICATIONS	TELEPHONE SERVICE PUMP STATION	\$ 62.51
06/12/2019	1290	PA One Call System, Inc	SEWER MAPPING	\$ 74.12
06/12/2019	1291	Pocono Management Associates LLC	CONTRACTED SERVICES 5/27 6/9/2019	\$ 3,220.50
06/12/2019	1292	Pocono Township	ADMIN SERVICES 4/8 6/2/2019	\$ 4,310.63
06/12/2019	1293	PPL Electric Utilities	ELECTRIC SERVICE PUMP STATIONS	\$ 1,992.54
06/12/2019	1294	Utility Locator LLC	CONTRACTED SERVICES	\$ 1,800.00
06/12/2019	1295	Want To Inc.	SERVICE PUMP STATION 5	\$ 1,900.00
<b>TOTAL Sewer Operating</b>				<b>\$ 23,628.72</b>

**Sewer Construction Fund**

<b>Capital Reserve Fund</b>				
06/12/2019	1058	CHS INC	Fish Hill Road Swale supplies	\$ 250.00
06/12/2019	1059	FRY PLASTIC LLC	Fish Hill Road Swale supplies	\$ 569.84
06/12/2019	1060	Hanson Aggregates Pennsylvania	Fish Hill Road Swale supplies	\$ 1,031.07
06/12/2019	1061	JDM Materials Company	Fish Hill Road Swale supplies	\$ 430.00
06/12/2019	1062	MEDICO	Fish Hill Road Swale equipment rental	\$ 4,800.00
06/12/2019	1064	SCHLIER'S TOWING	Fish Hill Road Swale supplies	\$ 720.00
06/12/2019	1065	SIGNAL SERVICES	Backup generator traffic lights	\$ 17,128.00
06/12/2019	1066	STEELE'S HARDWARE	Fish Hill Road Swale supplies	\$ 38.95
06/12/2019	1067	PLAY & PARK STRUCTURES	Selfie Swing	\$ 3,165.73
<b>TOTAL Capital Reserve Fund</b>				<b>\$ 28,133.59</b>
<b>TOTAL Sewer Construction Fund</b>				
				<b>\$ -</b>

**LIQUID FUELS**



Amount  
TOTAL Liquid Fuels \$ -

Memo

Vendor

Check

Date

# ESSA

TOTAL General Fund	\$	168,377.68	Authorized by: _____
TOTAL Sewer Construction Fund	\$	-	
Sewer Operating	\$	23,628.72	
Capital Reserve	\$	28,133.59	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	220,139.99	Transferred by: _____

# MS4 Training for Municipal Employees: MCM 6 Good Housekeeping & Mock Inspection

Provided by the Center for Watershed Protection, Inc.

& the Brodhead Watershed Association



**PURPOSE:** To provide MS4 guidance to municipal employees through a mock inspection focused on MS4 MCM #6 Good Housekeeping.

The workshop will be half classroom and half field based, including a walking tour mock inspection of Stroudsburg Borough's Public Works Yard. The workshop training is eligible for credit under the requirements in the MS4 permit.

**June 28<sup>th</sup>, 2019 8:00 AM – 4:00 PM**

**Borough of Stroudsburg Office**

**700 Sarah Street, Stroudsburg, PA 18360**

**Please register with the Brodhead Watershed Association at**  
**info@brodheadwatershed.org**

The workshop is free, but space is limited. Secure your place today and register early!

Feel free to contact Mike Hickman with any questions at [jmh@cwpp.org](mailto:jmh@cwpp.org)

Funded by William Penn Foundation, with thanks to  
Stroudsburg Borough for providing the workshop's venue.



**POLICE REPORT FOR May 2019**

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

	May 2019	Y-T-D 2019	April 2019	Y-E-T 2018	May 2018
Incidents Investigated	1060	4912	939	11740	964
Burglary / Fire Alarms Answered	66	360	61	949	84
Motor Vehicle ACC	45	254	41	595	41
Assaults	5	34	6	71	6
Narcotics	8	41	8	117	9
Criminal Arrests	25	121	24	399	31
Theft	17	87	18	325	24
DUI alcohol/drug impaired	10	55	8	139	11
Mental Health	7	40	6	84	4
Drug Overdose	4	11	0	n/a	3
Death Investigations	3	7	1	19	0
Assisting other agencies	32	173	28	412	29
Missing Persons	1	4	1	22	1
Traffic Citations Issued	214	853	192	1650	118
Written Warnings	219	1038	158	2891	253
Traffic & Parking issues	31	205	40	354	43
911 Hang-up Calls	95	461	90	957	64

Mileage all Vehicles: 18,336

Income from Report Fees: \$469.75

## ACTIVITY

VIOLATION TYPE	DATE	ACTION TAKEN	RESULTS OF SITE VISIT	FINALED
Solid Waste-Trash	04/18/19	Letter Sent Certified	Property Area was cleaned up.	05/31/19
Dangerous Structures	04/18/19	Letter Sent Certified	Property to be cleaned up by mid June	open
Solid Waste-Trash	04/08/19	Letter Sent Certified		open
Solid Waste/ Dumping	04/08/19	Letter Sent Certified		open
Trash scattered on site	04/01/19	Letter Sent Certified		open
Solid Waste-Trash	02/25/19	Letter Sent Certified		open
Site Burning/ Barrel	05/01/19	Letter Sent Certified	Talked to owner about burning without permit	open
Unsafe Structures	03/11/19	Letter Sent Certified		open
Unsafe Structures	03/28/19	Letter Sent Certified		open
No building Permits	03/25/19	Letter Sent Certified		open
Junk Vehicles	05/03/09	Letter Sent Certified		open
Solid Waste-Trash	04/08/19	Letter Sent Certified	Made site visit for verification	open
Storm Water Run Off	04/08/19	Letter Sent Certified	Site was cleaned up thoroughly.	05/08/19
Junk Vehicles	04/18/19	Letter Sent Certified	Owner corrected driveway/ did site visit	05/09/19
Storage of Un-licensed	03/14/19	Letter Sent Certified	Violation went to magistrate	open
Junk Vehicles	02/27/19	Letter Sent Certified		open
Vehicles in a R1(business)	02/07/19	Letter Sent Certified	Up dated site visit needed	open
Junk Vehicles	02/07/19	Letter Sent Certified		open
Short Term Rental	02/28/19	Letter Sent Certified	Operating without a license	open
Short Term Rental	03/11/19	Letter Sent Certified	Operating without a license	open
Short Term Rental	03/28/19	Letter Sent Certified	Operating without a license	open
Expired Short Term Rental	04/01/19	Letter Sent Certified		open
Short Term Rental	05/06/19	Letter Sent Certified	Did site visit/ many violations	open
Expired Short Term Rental	04/01/19	Letter Sent Certified		open
Expired Short Term Rental	04/01/19	Letter Sent Certified		open
Expired Short Term Rental	04/01/19	Letter Sent Certified		open
Sign Violation	05/14/19	Letter Sent Certified	Talked to owner on site that he was in Viola.,	open
Driveway pave w/o permit	05/15/19	Letter Sent Certified	Did site visit with road super.	05/30/19
Solid Waste-Trash	05/15/19	Letter Sent Certified	Did site visit with road super.	06/05/19
Driveway pave w/o permit	05/15/19	Letter Sent Certified	Talked to own. On site/ will come in to pay	05/22/19
Solid Waste-Trash	05/15/19	Letter Sent Certified	Did site visit with road super.	06/05/19
Solid Waste-Trash	05/15/19	Letter Sent Certified	Site visit/ Short term rental/	05/31/19
Site camper for full time living	05/01/19	Letter Sent Certified	Talked to owners on site	05/31/19
Solid Waste Complaint	05/16/19	Complaint	Did site visit	05/17/19
Sign Violation	05/20/19	Letter Sent Certified	Conducted site with owner on site	05/31/19
Solid Waste Complaint	05/30/19	Complaint	Did site visit/ cleaned up	06/03/19
Solid Waste Complaint	05/29/19	Letter Sent Certified	Did site visit	open
Burning Toxic Waste/No Permit	05/29/19	Letter Sent Certified	Did site visit	
Driveway pave w/o permit	05/01/19	Letter Sent Certified	Did site Visit / Talked to owner in office	06/05/19
911 Address number	06/04/19	Letter Sent Certified	Site visit	open
Solid Waste Complaint	05/08/19	Complaint	Site visit/ property cleaned up	06/10/19
Unsafe Structure	05/26/19	Complaint	Site visit/ permit expired	open
Junk Vehicles	06/03/19	Complaint	Site visit/ visible during inspection	06/12/19
Salvage Yard	06/04/19	Letter Sent Certified	Did site visit took pictures	06/12/19
Solid Waste Complaint	06/11/19	Complaint	Did site visit/ Garbage was cleaned up	6/113/19



# Connect with your Citizens using Savvy Citizen®

## Communication problems for local governments

- **Wasted time:** You and your staff spend significant time answering the same questions from residents over and over.
- **Misinformation:** Community rumors regarding government decisions often misinform residents and cause tension with local officials, potentially losing trust.
- **Low turnout/participation:** Resident turnout at your community events and sponsored services are not at the levels desired. Volunteer committees go unfilled.
- **Safety concerns:** You want to keep your residents safe and aware of real-time emergency situations and events, however, you do not have an effective and cost affordable way to do so.

Residents receive Savvy Citizen notifications directly on their mobile devices, keeping them informed of things that impact their daily lives.



How many of these problems impact your community? The root cause of each of these common issues is the same: lack of effective communication with residents.

## Solving the problem

Savvy Citizen® is the solution by providing a direct and proactive communication link between governments and its citizens. Unlike signs on the door, unreliable social media, or word of mouth methods, Savvy Citizen is a low cost and trusted "one-to-many" communication method. Savvy Citizen improves transparency

between governments and citizens, and fosters a greater sense of community. Savvy Citizen communities have happier, more informed citizens, and better attendance at community events and meetings. With the ability to send out urgent notifications, citizens are also safer.

## How Savvy Citizen works

Savvy Citizen provides a fast and easy way for local governments to send municipal updates, event reminders, community news and alerts directly to residents via:

- Push notifications
- E-mails
- Text messages

Governments simply populate their calendar with events, and have the ability to send out quick notifications at any time. Urgent messages are sent with immediate delivery. Citizens download the free app onto their phones, and can manage their communication preferences. Those citizens without smart phones can receive the information via simple text messages, e-mails, or by accessing the website online.

## Benefits to using Savvy Citizen

1. Improves communication and relationships with citizens.
2. Increases citizen participation in local government and community activities.
3. Fosters transparency between government and citizens and upholds confidence in officials.
4. Reaches many residents with one notification, saving time.
5. Accurately delivers municipal news, preventing misinformation.
6. Promotes proactive, instead of reactive, communication.

## Features

- Unlimited notifications
- Easy-to-use, with event entry in a minute or less
- Calendar plug in/website integration
- Public safety alerts are sent out immediately with top priority
- Social media integration
- 100% stand-alone (no IT infrastructure required)

## Advantages of the Savvy Citizen Team

- We provide customized marketing support to promote citizen engagement in your community.
- Regular content suggestions enables communities to provide valuable and relevant content.

***For pricing, what our clients are saying, features, and more, please visit our website:***  
**[www.SavvyCitizenApp.com](http://www.SavvyCitizenApp.com)**