



POCONO TOWNSHIP COMMISSIONERS

AGENDA

March 4, 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 –

Pocono Township Community Day – June 1, 2019!

Presentations –

Hearings –

Ordinance 2019-2 – Motion to adopt Ordinance 2019-2, an Ordinance of the Township of Pocono, amending the Code of Ordinances of Pocono Township, Chapter 60, Salaried and Compensation, Article 1, Commissioners (action item*)

Resolutions

Resolution 2019-03 – Motion to adopt Resolution 2019-03 amending Resolution 2018-27 - the employment agreement with Kent Werkheiser as Pocono Township Chief of Police, effective January 1, 2019 through January 6, 2020 at an annually salary of \$96, 142. (action item*)

Resolution 2019-04 - Motion to adopt Resolution 2019-04 amending Resolution 2018-28 - the employment agreement with Donna M. Asure as Pocono Township Manager, effective January 1, 2019 through January 6, 2020 at an annually salary of \$90, 100. (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

OLD BUSINESS

1. Motion to approve the minutes of February 19, 2019 work session of the Board of Commissioners (action item*)
2. Motion to approve minutes of February 19, 2019 meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

a.

2. Financial Transactions

- a. Motion to ratify vouchers payable received through February 28, 2019 in the amount of \$ 1,671.17 (action item*)
- b. Ratify gross payroll for pay period ending February 24, 2019 in the amount of \$ 96,800.74 (action item*)
- c. Motion to approve vouchers payable received through February 28, 2019 in the amount of \$ 115,840.50. (action item*)
- d. Motion to approve capital expenditures received through February 28, 2019 in the amount of \$ 4,001.18 (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

a.

Report of the President

- a. Update/discussion on meeting with BCRA

Commissioners Comments

Richard Wielebinski – Vice President

- a. Motion to authorize Zoning Officer to inspect 175 Laurel Lake Road for possible violations of the township's junk ordinance (action item*)

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

- a. Update on Intersection Lighting
- b. Web Site Logo Contest (Possible Action Item)
- c. PennDot Pending Concerns on 715 North (Possible Action Item)

(Action Item*)

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** Change to agenda versus draft posted on website

- d. Request for inspection report from PennDot 611/ old mill bridge (Possible Action Item)
- e. 611/ 715 Project- Request for Sidewalks and light incorporated into project scope (Possible Action Item)

Jerrod Belvin – Commissioner

- a. Motion to return service weapon to Robert Miller, for 25 years of service with Pocono Township Police Department (action item*)
- b. Motion to have zoning officer inspect 2565 Bartonsville Avenue Bartonsville Pennsylvania for possible dangerous structures, including deteriorating Pavilion behind property (action item*)
- c. Motion to have zoning officer inspect 12/11A/1/92 – property behind Dunkin' Donuts between 2055 and 2039 on Route 611 (action item*)

Reports

1. Public Works Report

a.

2. Administration – Manager's Report

- a. Motion to authorize township manager to go out to bid for playground equipment for TLC as recommended by the park board. (action item*)
- b. Update on Regional Comprehensive Plan
- c. Update on Traffic Task Force

3. Township Engineer Report

- a. White Oak Culvert replacement project – applying for flood mitigation grant
- b. Fish Hill Road Storm System - spring project
- c. Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue – on hold until notification of grant award – also applying for multi-model grant
- d. TLC Bridge Grant – applying for GP11 Permit
- e. Culvert cleaning maintenance
- f. Update - Master sidewalk plan – request work session to review draft
- g. Update – Archer Lane Violation
- h. Learn Road To Fish Hill Road culvert inspection

(Action Item*)

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** Change to agenda versus draft posted on website

4. Township Solicitor Report

- a. Update on Exxon Monitoring wells
- b. Update – Weis Market traffic signal and lights (possible 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

DRAFT

(Action Item*)

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** Change to agenda versus draft posted on website

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2019 - _____

**AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY,
COMMONWEALTH OF PENNSYLVANIA AMENDING THE CODE OF
ORDINANCES OF POCONO TOWNSHIP, CHAPTER 60, SALARIES AND
COMPENSATION ARTICLE I, COMMISSIONERS**

WHEREAS, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, under the powers vested in them by the "First Class Township Code" of Pennsylvania, as well as the laws of the Commonwealth of Pennsylvania, do enact and hereby ordain the following amendment to the Code of Ordinances of Pocono Township; and

WHEREAS, the Board of Commissioners desire to amend its Code of Ordinances to formally establish and provide for the pro-ration of Commissioner's salaries payable in any quarter during which a Commissioner does not serve a full quarter.

NOW, THEREFORE, be it amended and ordained by the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania and the same is hereby ordained and enacted, to wit:

SECTION 1: The Board of Commissioners of Pocono Township, Monroe County, Pennsylvania under the powers vested in them by the "First Class Township Code", more particularly, 53 P.S. § 55603 (relating to elected officials being permitted to receive compensation) and 53 P.S. § 55703 (fixing the maximum allowable compensation) as well as other laws of the Commonwealth of Pennsylvania do hereby ordain and enact the following Amendment to the Code of Ordinances of Pocono Township, Chapter 60, Salaries and Compensation.

SECTION 2: Chapter 60, Salaries and Compensation, Article I, Commissioners of the Code of Ordinances of Pocono Township is hereby amended by amending § 60-2, Quarterly payments, by adding the following subsection 60-2(C):

"60-2(C). In the event any Commissioner leaves office, for any reason, other than removal from office as prescribed by the Constitution of the Commonwealth of Pennsylvania, during any quarter of the term that the Commissioner is a duly elected Commissioner, then the amount of compensation that the Commissioner shall receive for that partial quarter shall be prorated for that period of the quarters during which the Commissioner served office. Further, in the event that a Commissioner is appointed to fill a vacant seat on the Board of Commissioners, during any quarter, then the duly appointed Commissioner shall receive compensation based upon the prorated time the Commissioner serves during that quarter.

In either event as set forth above, the leaving Commissioner or the appointed Commissioner shall be required to attend the requisite prorated percentage of the meetings, as set forth in § 60-2(B), either held in the case of a leaving Commissioner or the meetings remaining in the event of an appointed Commissioner, in order to receive his or her compensation.”

SECTION 3: SEVERABILITY

If a court of competent jurisdiction declares any provisions of this amendment to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provisions of this amendment shall continue to be separately and fully effective.

SECTION 4: REPEALER

All provisions of Township ordinances and resolution or parts thereof that are in conflict with the provisions of this ordinance, are hereby repealed.

SECTION 5: ENACTMENT

This Amendment shall be effective five (5) days after its adoption.

ENACTED and **ADOPTED** by the Board of Commissioners this ____ day of _____, 2019.

ATTEST:

POCONO TOWNSHIP
BOARD OF COMMISSIONERS

By: _____
Pamela Tripus
Township Secretary

By: _____
Gerald J. Lastowski, President

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2019-03

**A RESOLUTION AMENDING RESOLUTION 2018-27 - EMPLOYMENT
AGREEMENT WITH KENT WERKHEISER, POLICE CHIEF**

WHEREAS, the Board of Commissioners and Kent Werkheiser, Pocono Township Police Chief (herein referred as "Chief") have agreed to the amended terms and conditions of this continued employment as Chief; and

WHEREAS, the Board of Commissioners and the Chief have agreed to set forth in writing those amendments.

WHEREAS, in consideration of employment of Kent Werkheiser by the Township, his appointment by the Board of Commissioners as Pocono Township Police Chief, the services to be rendered by Chief to the Township pursuant to the duties set forth in the amended agreement and for the good and valuable consideration, and intending to be legally bound hereby, the Chief and the Township have agreed to the attached amended Employment Agreement.

ADOPTED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th, day of March, 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By _____
Pamela Tripus
Township Secretary

By: _____
Gerald J. Lastowski
President

**TOWNSHIP OF POCONO, MONROE COUNTY
PENNSYLVANIA**

RESOLUTION 2019-04

**A RESOLUTION AMENDING RESOLUTION 2018-28 - EMPLOYMENT
AGREEMENT WITH DONNA M. ASURE, TOWNSHIP MANAGER**

WHEREAS, the Board of Commissioners and Donna M. Asure, Pocono Township Manager (herein referred as "Manager") have agreed to the amended terms and conditions of her continued employment as Pocono Township Manager, and;

WHEREAS, the Board of Commissioners and the Township Manager have agreed to set forth in writing those amendments.

WHEREAS, in consideration of employment of Donna M. Asure by the Township, her appointment by the Board of Commissioners as Pocono Township Manager, the services to be rendered by Manager to the Township pursuant to the duties set forth in the amended agreement and for good and valuable consideration, and intending to be legally bound hereby, the Township Manager and the Township have agreed to the attached amended Employment Agreement.

ADOPTED at a duly constituted meeting of the Board of Commissioners of the Township of Pocono the 4th, day of March, 2019.

ATTEST:

Township of Pocono
Board of Commissioners

By _____
Pamela Tripus
Township Secretary

By: _____
Gerald J. Lastowski
President

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: February 19, 2019
TIME: 5:00 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

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

Also present were Leo DeVito, Township Solicitor, and Donna M. Asure-Township Manager

The work session was called to order at 5:00pm by President Lastowski with the Pledge of Allegiance

There was no public comment.

Joining the work session were Jackson Township Supervisors – Donald Kresge, Sr., Mark Major, and Lester Wolcott, Todd Weitzman – Jackson Township Solicitor and Jackson Township Secretary Jackie Elliott.

The following was discussed –

- PJJWA –
 - ✓ The sale of PJJWA to BCRA
 - ✓ The amount of data that has been compiled and sent to BCRA for review
 - ✓ Concerns of the amount of money that must be spent to keep the system going and what will happen if the money runs out
 - ✓ The amount of repairs needed for the system

The board discussed how to have a conversation with BCRA on the intent to move forward. The solicitors were instructed to contact the solicitor for BCRA to give him a heads up that the boards would like a letter sent to BCRA asking about the progress of purchasing PJJWA and if the intent was to definitely move forward.

- HJP Park –
 - ✓ Pocono Township does not want to sell their interest in this park
 - ✓ Is it problematic for Pocono to continue to own land in Jackson
 - ✓ Hamilton Township is no longer a part of the park and has signed the deed over to Jackson
 - ✓ Jackson would like to develop this park
 - ✓ The park was purchased using grant money from a Keystone Grant with matching funds coming from the Monroe County Open Space initiative
 - ✓ Park is closed for the winter to avoid any dangerous situations
 - ✓ Jackson will be paving the entrance driveway later this year

Jackson Township will like to meet again with Pocono Township to discuss moving forward with this park.

No public comment received.

Work Session was adjourned at 5:30pm.

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

Submitted by:

Donna M. Asure
Township Manager

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
FEBRUARY 19th, 2019 7:00 P.M.**

DRAFT

The regular meeting of the Pocono Township Commissioners was held on Monday, February 19th, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

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

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Frank Cefali, Treasurer; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, were present.

PUBLIC COMMENT: None

ANNOUNCEMENTS:

An Executive Session was held on 02/19/2019 for personnel and litigation. Pocono Township Community Day will be held on 06/01/2019.

INTERVIEW - PARK AND RECREATION BOARD

Dianna Anglemyer - Dianna Anglemyer gave a brief overview of her experience and willingness to volunteer on the Park and Recreation Board. R. Wielebinski made a motion, seconded by C. Kilby, to appoint Dianna Anglemyer to the Park and Recreation Board with a term to expire 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

The Board thanked Dianna Anglemyer for her dedication to the community.

MINUTES:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 02/04/2019 Board of Commissioner's regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

OLD BUSINESS:

PA One Call Contract - No action taken.

FINANCIAL TRANSACTIONS:

4th Quarter - Fiscal Report- Frank Cefali, Twp. Treasurer, gave an overview of the 4th Quarter Fiscal report noting the Township was on track with the budget.

2018 Audit will begin Wednesday, 03/06/2019

Ratify Vouchers Payable -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 02/14/2019 in the amount of \$1,803.88. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS CONT:

Ratify Gross Payroll -

G. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll for pay period ending 02/03/2019 in the amount of \$95,081.14. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 02/14/2019 in the amount of \$271,164.11. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by C. Kilby, to approve capital expenditures received through 02/14/2019 in the amount of \$5,749.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

E-Ticket Units

G. Lastowski made a motion, seconded by J. Belvin, to approve the lowest of three quotes for the purchase of 8 e-ticket units for police vehicles from P & D Emergency Services, including installation, in the amount of \$10,452.00 with an additional cost of \$1,600.00 to Metro-alert for licenses as recommended by Chief Werkheiser. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Signatories

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the following as signers on all approved financial institutions accounts as follows - Gerald J. Lastowski, Richard Wielebinski, Jerrod Belvin, Chad Kilby, Harold Werkheiser, Frank Cefali, and Donna M. Asure. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski

Formation of Pocono/Tannersville Business Association - G. Lastowski explained the Township is moving forward with improvements such as streetlighting and sidewalks. We trying to make this more community friendly. G. Lastowski recommended including business owners in the vision of the Township by encouraging a Business Association. Discussion followed.

G. Lastowski made a motion, seconded by C. Kilby, to authorize the Twp. Manager to send a letter to business owners to attend a meeting to discuss the vision of Pocono Township and encouraging the establishing of business owner's association. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident, commented on all business owner to be included. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT CONT:

Basketball Courts/Ice Skating at Mt. View Park - G. Lastowski spoke concerning the basketball court at Mt. View Park. The court was built to be an ice-skating rink, but it was found not to hold water. He noted on a recent visit to the Park, the gates were not locked, and he was concerned people might try to skate on the portion covered with ice and damage the court. G. Lastowski made a motion, seconded by J. Belvin, to keep the basketball court locked until the Park opens. J. Belvin noted concerns of use of the park while closed. G. Lastowski opened the meeting to public comment. Jen Fisher, Park Board, noted people do use the court when the weather is warm. G. Lastowski noted it will be opened when Mt. View Park is opened. Ellen Gndt, Twp. Resident, questioned the location of the courts. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Tow Policy as presented by Chief Werkheiser - Pocono Township Police Chief Kent Werkheiser explained currently the Township is divided into three zones with three different towing companies. He noted other areas bid out towing or have 'tow of the week' which rotates companies. Discussion followed. The Board concurred to pursue a Tow Policy. G. Lastowski directed Chief Werkheiser to work with L. DeVito, Twp. Solicitor, to draft a proposal for the Board to review.

Monroe County Reassessment - G. Lastowski noted he attended the reassessment meeting with R. Wielebinski and suggested all residents attend one of the remaining meeting to understand the changes to the assessment. He noted the county will notify residents of the new assessments in March. Discussion followed. Joe Folsom, Twp. Resident, commented on the start of the new taxes.

COMMISSIONERS COMMENTS

Richard Wielebinski, Vice President

2831 Bartonville Ave - R. Wielebinski noted the windows are broken and house is abandoned.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Zoning Officer to conduct an inspection at 2831 Bartonville Ave for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser, Commissioner - Absent

Chad Kilby, Commissioner

Intersection Lighting- C. Kilby explained he will meet with PPL's engineer and Commissioner J. Belvin to walk the sites. The lighting will be broken into two phases - first phase for areas with transformers and poles; and phase two for locations without transformers. An additional expense will be required to move the transformers. Discussion followed on grant funding.

CHAD KILBY COMMISSIONER'S REPORT CONT:

Pocono Township Traffic Task Force - C. Kilby explained traffic has caused problems for residents and businesses. He recommended the Township work with State Representative Jack Rader to form a Traffic Task Force to look for alternate solutions to address the traffic concerns. Discussion followed on signage, working with businesses, working with other departments, and notifying residents of alternate routes. C. Kilby recommended the Police, Road Department, businesses and other agencies be involved.

G. Lastowski made a motion, seconded by C. Kilby, to begin a Traffic Task Force for Pocono Township with State Representative Jack Rader and State Senator Mario Scavello. G. Lastowski opened the meeting to public comment. Jen Fisher, Twp. Resident, and Robert Sargent, Road Supervisor, commented on the increase of cell phones apps causing problems on local roads. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrold Belvin, CommissionerCorner of Laurel Loop and RT. 611

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to do an inspection on the property at the corner of Laurel Loop and Rt. 611 for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2477 Clubhouse Road

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to do an inspection on the property located at 2477 Clubhouse Road, for possible dangerous structure violations. G. Lastowski opened the meeting to public comment. Ellen Gnant, Twp. Resident, questioned the location of the property. J. Belvin noted it was passed Grammercy Park. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS:Emergency Services

Pocono Township Police - Kent Werkheiser, Pocono Township Police Chief, reported 1086 incidents responded to in January. R. Wielebinski questioned the status of the speeding on Deerfield Way. K. Werkheiser explained they have increased their presences to deter speeding.

EMS Services - Absent

Pocono Township Volunteer Fire Company - Thomas Kresge, Fire Chief, noted 49 call outs for January. G. Lastowski noted a fund raiser will be held on February 23rd at Jackson Twp. Fire Company.

REPORTS CONT:

Park and Recreation Board- Jen Fisher, Parks and Recreation, explained the pavilion rentals are up and the ice rink is well used. J. Fisher thanked the Road Department for maintaining the ice rink. D. Asure, Twp. Manager, noted a meeting will be held with the leagues for summer scheduling and future needs.

Public Works Department

Road Crew Projects- Robert Sargent, Road Supervisor, explained the foyer tiling was complete. The Department is working to maintain the trucks and snow equipment.

Fire Department Plow Schedule - B. Sargent noted he met with Tom Kresge to discuss snow removal around the Fire House during storms. He noted they will do their best to maintain the access to the Fire Department.

Clean up day discussion on prices and times per year - R. Sargent, Road Supervisor, noted the cost of cleanup has increased and rates have not. D. Asure, Twp. Manager, noted last year's cost is over the bidding threshold. Discussion followed on bidding, electronic collection, cost of disposal, and rates charged. G. Lastowski directed R. Sargent to draft a recommendation for rates for the Twp. Manager by the next meeting. L. DeVito, Twp. Solicitor, suggested the Twp. go out to bid for the cleanups. J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Twp. Manager to bid for cleanup day waste haulers. G. Lastowski opened the meeting to public comment. Richard Almquist noted in his area they have stopped all electronic pickups. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Laurel Lake Guiderail repair - R. Sargent, Road Supervisor, noted he is awaiting quotes for two styles of guiderails.

Pavilion #3 roof repair - R. Sargent, Road Supervisor, explained the support structures on the pavilion are deteriorating and will need to be replaced. Discussion followed. R. Wielebinski requested Jon Tresslar, Twp. Engineer to inspect the structure and to give a cost estimate.

Public Works - R. Sargent, Road Supervisor, asked if the Board would replace Phil Starner who retired. Discussion followed. R. Sargent noted he would like additional discussion on drainage issues. The Board concurred to set up a work session for 03/19/2019 at 5:30 p.m. to discuss the Public Works Department concerns.

G. Lastowski expressed the Board's appreciation for the road crew work during the recent storms.

Administration - Manager's ReportARGS Technology agreement -

J. Belvin made a motion, seconded by C. Kilby, to accept the proposal from Malwarebytes for Endpoint protection as recommended by ARGS Technology for a one-year agreement for 25 licenses at a cost of \$1,102.25 contingent upon all the Township's Solicitor's comments being addressed. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2007 Dodge Durango

R. Wielebinski made a motion, seconded by G. Lastowski, to approve the sale of the 2007 Dodge Durango on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Transfer Switch- D.ASURE, Twp. Manager, requested the board motion to bid the transfer switch.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Manager to go out to bid for the installation of the Transfer switch. G. Lastowski opened the meeting to public comment. Ellen Gmandt, Twp. resident, questioned the cost. D.ASURE, Twp. Manager, explained they are going out to bid to install.

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted they are waiting on a possible grant and will provide information to the grant writer.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained R. Sargent is obtaining equipment quotes and he expected the project to be started in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave - J. Tresslar, Twp. Engineer, noted it is on hold until the grant award. D.ASURE, Twp. Manager, questioned if the grant writer should be involved. The Board directed D.ASURE to contact the grant writer.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, is proceeding with the GP-11 permit and work will be scheduled for late summer.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained he is working with R. Sargent to prioritize the work and present to the Board.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, explained they are completing the plan and requested the Board's direction for moving forward. Discussion followed on the timing for presenting the plan to the public.

TWP. ENGINEER REPORT CONT:

Archer Lane Update - J. Tresslar, Twp. Engineer, explained he spoke to John Motts, MCCD, concerning the runoff along Archer Lane. J. Tresslar suggested the Township adopt a grading/E&S ordinance to address culverts including driveway culverts.

Pigeon Way/Learn Road Bridge - J. Tresslar, Twp. Engineer, noted he inspected the bridge and it is in poor condition. Discussion followed on improving the intersection.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

HJP Park and Open Space - L. DeVito, Twp. Solicitor, explained during the joint work session with Pocono and Jackson Township, additional information was received for discussion at a future date.

PJJWA - L. DeVito, Twp. Solicitor, explained at the joint work session with Jackson Township Supervisors and Pocono Township Commissioners held earlier. It was decided that he will work with Todd Wietzmann, Jackson Twp. Solicitor, to reach out to BCRA's Solicitor concerning BCRA's intent to purchase PJJWA.

Camelback Helipad and Lot 12 - D. Asure, Twp. Manager, noted they have complied with the providing the plans and SWM agreements.

PUBLIC COMMENT:

Ellen Gndt, Twp. resident, questioned the reason for executive session. L. DeVito, Twp. Solicitor, explained it was for the commissioner's compensation. Ellen Gndt asked who is responsible for Rockcrest Drive. L. DeVito, Twp. Solicitor, explained it is a private road and the property owners are responsible.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:45 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Monday, March 4, 2019

SUMMARY

Ratify

General Fund	\$	98,351.34
Sewer Operating	\$	120.57
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	98,641.57
TOTAL Sewer <u>OPERATING</u> Fund	\$	17,095.93
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	103.00
TOTAL Capital Reserve Fund	\$	4,001.18
Liquid Fuels	\$	-

Budget Adjustments

\$ -

Budget Appropriations

\$ -

Interfund Transfer

FROM:

Sewer Operating Fund

08.492.100 Transfer to Sewer Constructions	\$	190,000.00
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TO:

Sewer Construction Fund

18.392.000 Transfer from Operations	\$	190,000.00
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Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, March 4, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	03/01/2019			PAY 3 Pay Period ending 2/24/2019	\$ 96,800.74
General Expenditures				TOTAL PAYROLL	<u>\$96,800.74</u>
	2/19/2019	58108	KIMBALL MIDWEST	Shop supplies	\$ 126.20
	2/19/2019	58109	VERIZON WIRELESS	Police Ipads	\$ 70.06
	2/19/2019	58110	BCRA	Water service township	\$ 177.08
	2/19/2019	58111	VERIZON WIRELESS	Phones Township/Park	\$ 568.23
	2/19/2019	58112	VERIZON WIRELESS	Phones Police	\$ 609.03
Sewer Operating Fund				TOTAL General Fund Bills	<u>\$ 1,550.60</u>
	02/19/2019	1192	VERIZON WIRELESS	Sewer modem connections	\$ 120.57
Sewer Construction Fund				TOTAL Sewer Construction Fund	<u>\$ 120.57</u>
Capital Reserve				TOTAL Capital Reserve Fund	<u>\$ -</u>
TOTAL General Fund				98,351.34 Transferred by:	
TOTAL Sewer Operating				120.57	
TOTAL Sewer Construction				-	
Total Capital Reserve				-	
				<u>\$ 98,471.91</u> Authorized by:	

POCONO TOWNSHIP CHECK LISTING **Monday, March 4, 2019**

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	02/28/2019	58113	Nationwide	Pay 4 employee & employee contribution	\$ 2,922.61
	02/28/2019	58114	ADP, LLC	Payroll	\$ 330.86
	02/28/2019	58115	Bartonsville Printing	Park Pavilion Applications	\$ 110.00
	02/28/2019	58116	Best Auto Service Center	Police Vehicle Service	\$ 943.90
	02/28/2019	58117	Boucher & James, Inc.	Twp. Engineer	\$ 6,128.40
	02/28/2019	58118	Broughal & DeVito, L.L.P.	Twp. Legal	\$ 9,805.57
	02/28/2019	58119	Cargill Incorporated	Salt	\$ 30,574.83
	02/28/2019	58120	Chemung Supply Corporation	Chains for Snow Tires	\$ 1,350.00
	02/28/2019	58121	Cyphers Truck Parts	Vehicle supplies	\$ 256.40
	02/28/2019	58122	D.G. Nicholas Co.	Parts/Supplies	\$ 735.51
	02/28/2019	58123	Eric A. Moses Co.	Shop Supplies	\$ 147.00
	02/28/2019	58124	F/J Hess and Sons	Duct relocation	\$ 1,395.00
	02/28/2019	58125	Friedman Electric	Lights	\$ 33.64
	02/28/2019	58126	H. M. Beers, Inc.	SEO Services	\$ 975.00
	02/28/2019	58127	Hanson Aggregates Pennsylvania LLC	1/4" Wash	\$ 3,060.71
	02/28/2019	58128	JPC Fabrication, LLC	Ice Removal Equip Maint.	\$ 40.00
	02/28/2019	58129	Kimball Midwest	Supplies	\$ 88.96
	02/28/2019	58130	Malanga, Thomas	Mileage reimbursement	\$ 39.46
	02/28/2019	58131	Medico Industries, Inc.	Light Tower - TLC	\$ 90.34
	02/28/2019	58132	Nivert Metal Supply	Truck Body Maintenance	\$ 832.56
	02/28/2019	58133	Norris McLaughlin, P.A.	Legal - Police	\$ 1,581.00
	02/28/2019	58134	P & D Emergency Services	Radios	\$ 966.13
	02/28/2019	58135	PAPCO, Inc.	Diesel/Gasoline	\$ 7,425.22
	02/28/2019	58136	Ray Price Ford	2015 Ford Service	\$ 196.06
	02/28/2019	58137	Ray Price Ford Mt. Pocono	Truck #7	\$ 650.00
	02/28/2019	58138	RR Donnelley	Traffic Citations	\$ 59.70
	02/28/2019	58139	Signal Service, Inc.	Battery Backup/Mr. Z	\$ 8,298.00
	02/28/2019	58140	Staples Credit Plan	Office Supplies	\$ 229.44
	02/28/2019	58141	Tulpehocken Mountain Spring Water Inc	Water	\$ 77.59
	02/28/2019	58142	UNIFIRST Corporation	Carpets/Uniforms	\$ 155.40
	02/28/2019	58143	YIS/Cowden Group Inc	ENRADD Annual	\$ 244.50
	02/28/2019	85144	Boucher & James, Inc.	Kollar Minor Subdivision Engineer fee	\$ 147.00
	02/28/2019	85145	AFLAC	Supplemental insurance	\$ 249.44
	02/28/2019	58146	Metlife	Feb 2019 Non police pension contribution	\$ 5,570.25
	02/28/2019	58147	teamster Local 773	March 2019 non police union dues	\$ 646.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
02/28/2019	58148	teamster Local 773	March 2019 Police union dues	\$ 1,480.00
02/28/2019	58149	US Bank	Feb 2019 employee contribution police pension	\$ 6,281.92
02/28/2019	58150	Boucher & James, Inc.	Green Light Go Grant application	\$ 107.50
02/28/2019	58151	American United Life Insurance Co.	GTL & STD insurance premium March 2019	\$ 1,988.01
02/28/2019	58152	MALWAREBYTES	ANNUAL SUBSCRIPTION MALWARE MONITORING	\$ 1,102.25
02/28/2019	58153	Monroe County General Fund	2018 Interest county share	\$ 48.57
02/28/2019	58154	PAPCO, Inc.	Fuel police vehicles	\$ 1,276.84
TOTAL General Fund				\$ 98,641.57

Sewer Operating Fund

02/28/2019	1193	BLUE RIDGE COMMUNICATIONS	Sewer modern connection	\$ 121.80
02/28/2019	1194	Boucher & James, Inc.	Engineering services sewer system	\$ 9,608.56
02/28/2019	1195	BROUGHAL & DEVITO, L.L.P.	Sewer legal services	\$ 1,620.00
02/28/2019	1196	JMT ENVIRONMENTAL TECHNOLOGIES	SINGER VALVE PIT REPAIR	\$ 740.10
02/28/2019	1197	MET-ED	PUMP STATION 4 1/17 - 2/16 SERVICE	\$ 323.99
02/28/2019	1198	Pocono Management Associates LLC	CONTRACTED SERVICES 2/18 - 2/24/2019	\$ 1,181.48
02/28/2019	1199	Want To Inc.	SEWER REPAIRS ELEC	\$ 3,500.00
TOTAL Sewer Operating				\$ 17,095.93

Sewer Construction Fund

02/28/2019	288	Boucher & James	Screw screen cover project engineering	\$ 103.00
TOTAL Sewer Construction Fund				\$ 103.00

Capital Reserve Fund

02/28/2019	1044	Boucher & James	Engineering fees township projects	\$ 2,401.18
02/28/2019	1045	Metro Technology Services	Communication software e-ticket machines	\$ 1,600.00
TOTAL Capital Reserve Fund				\$ 4,001.18

LIQUID FUELS

TOTAL Liquid Fuels	\$ -
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ESSA

TOTAL General Fund	\$ 98,641.57
TOTAL Sewer Construction Fund	\$ 103.00
Sewer Operating	\$ 17,095.93
Capital Reserve	\$ 4,001.18
Liquid Fuels	\$ -
TOTAL ESSA TRANSFER	\$ 119,841.68

Authorized by: _____

Transferred by: _____