



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

May 20, 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 – Saturday, June 1, 2019 – 11am – 4pm
Executive Session held May 13, 2019 - personnel
Website Logo contest ends on May 27, 2019

Presentations –

Hearings –

Resolutions

Resolution 2019-12 – Motion to adopt Resolution 2019-12 requesting the State Legislature amend the Right to Know Law to provide relief from vexatious requestors (action item*)

OLD BUSINESS

1. Motion to approve the minutes of the May 6, 2019 meeting of the Board of Commissioners (action item*)
2. Motion to approve minutes of May 13, 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 resignation of Robert Hineline from the Public Works Department effective May 24, 2019
- b. Acknowledge the resignation of Annabella Lastowski from the park board and thank her for her service
- c. Motion to authorize letter to be sent designating Robert Sargent as person who may sign title document for public works vehicle (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through May 16, 2019 in the amount of \$ 871.49 (action item*)
- b. Ratify gross payroll for pay period ending May 10, 2019 in the amount of \$ 98,490.57 (action item*)
- c. Motion to approve vouchers payable received through May 16, 2019 in the amount of \$ 1,301,351.75. (action item*)
- d. Motion to approve capital expenditures received through May 16, 2019 in the amount of \$ 7,558.56 (action item*)
- e. Motion to transfer \$1M from sewer capital to sewer operating to fund the pay down of the People's Bank loan as approved on May 6, 2019 (action item*)
- f. Motion to re-appropriate monies within the Capital Reserve Budget in the amount of \$ 35,185.00 to purchase a 2018 Ram 2500 Regular Cab Pick-up Truck with plow replacing the following budgeted allocations - \$30,000 from purchase of radios and \$6,000 from White Oak Culvert Project. (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

- a.

Report of the President

- a. Request for change of taxing district for Lot 10, The Reserve at Bryson Farms (possible action item*)

Commissioners Comments

Richard Wielebinski – Vice President

- a.

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

(Action Item*)

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** Change to agenda versus draft posted on website

- a. Update - intersection lighting

Jerrod Belvin – Commissioner

a.

Reports

1. Emergency Service

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

2. Recreation Committee

- a. Kettle Creek event
- b. Request by PMSD emotional support classes to waive the fee for pavilion rental on June 6, 2019 (possible action item*)

3. Zoning

4. Public Works Report

- a. Update on road crew projects
- b. Update – Fish Hill Road Stormwater Project
- c. Update - Pavilion repairs
- d. Quotes and information regarding tree removal at parks (possible action item*)

5. Administration – Manager's Report

- a. Update on Comprehensive Plan
- b. Update on Traffic Task Force
- c. Update on Business Association
- d. Update on Township Logo Contest

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 - grant
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – part of multi-modal grant
- g. Update - Storm water ordinance (Archer Lane)

(Action Item*)

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** Change to agenda versus draft posted on website

7. Township Solicitor Report

- a. Update on 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 Hotel and Waterpark, as requested by Camelback and since a replacement security has been provided in the amount of \$28,600.00 to cover the cost of the remaining improvements. (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*)

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** Change to agenda versus draft posted on website

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 6, 2019 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, 05/06/2019 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 Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

PUBLIC COMMENT:

Ellen Gndt, Twp. resident, commented on following items - the social media contractor; the salary of the intern; the change of the purchase of vehicle type; the master sidewalk plan; the amusement tax; the park committee and whether public comment can be held during the discussion of the item listed under the Solicitor's report as 4c. President Lastowski polled the members and no one had an issue with this request.

ANNOUNCEMENTS:

Pocono Township Community Day is Saturday, June 1, 2019.

Run for the Red is Sunday, May 19, 2019

The website logo contest is still on going.

An executive session was held on Monday, May 6. 2019 to discuss personnel issues.

PRESENTATIONS - none

Hearings - none

RESOLUTIONS:

J. Belvin made a motion, seconded by C. Kilby, to send a letter to Secretary of the Department of Community and Economic Development committing Pocono Township to the required fifteen (15%) percent match if the township should receive the Flood Mitigation Grant for the White Oak Culvert repair. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2019-11 -

J. Lastowski made a motion, seconded by C. Kilby, to adopt Resolution 2019-11 authorizing the submittal of an application for a Flood Mitigation Grant in an amount not to exceed \$225,000 from the Commonwealth Financing

Authority of the Commonwealth of Pennsylvania to be used for design and construction work related to flooding issues associated with the White Oak Drive Culvert in Pocono Township and designate the Township Manager and the President of the Board of Commissioners as the officials to execute all documents and agreements between the Township of Pocono and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. 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 04/10/2019 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 04/17/2019 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 04/22/2019 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 -

J. Belvin made a motion, seconded by C. Kilby, to ratify the return to work. Full duty, with no restrictions of Thomas Lynott as patrolman/Detective, per the fitness for duty/return to work evaluation as of Saturday, April 20, 2019. 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 ratify the hiring of Jonathan Kyle Miller as seasonal park employee as of Friday, April 26, 2019 at an hourly rate of \$12.00 per hour for approximately 32 hours per week as recommended by Bob Sargent. 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 hire Derek McMaster as seasonal park employee, effective May 20, 2019 at an hourly rate of \$12.00 per hour for approximately 32 hours per week as recommended by Bob Sargent. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

The Board acknowledged the resignation of Thomas Malanga effective Friday, May 10, 2019 as a seasonal park employee.

C. Kilby made a motion, seconded by J. Lastowski, to rescind motion made for Tom Shick and Corey Sayre to receive fifty cents per hour for CDL Class A license and replace with a policy to include up to two, based on seniority, Class A CDL licenses as special certifications under the PW CBA at fifty cents per hour effective May 6, 2019. Roll call Vote: R. Wielebinski, no; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

The Board acknowledged the resignation of Pam Tripus as Pocono Township employee effective Friday, May 17, 2019 and commended her for her dedication and expressed their great appreciation for her years of service to the township.

J. Belvin made a motion, seconded by C. Kilby, for discussion, to approve the proposal of Jessica Cemelli-Smith to administer the township social media pages for up to five hours per week at \$25.00 per hour. Discussion took place concerning the need for record keeping and accountability of time spent and a document to be used as a release if pictures are taken for use on our social media sites. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to hire Julian Valentini as Pocono Township intern for both administration and parks recreation programs at an hourly rate of \$10.00 per hour for up to thirty (30) hours per week effective immediately. Roll call Vote: R. Wielebinski, yes; J. Lastowski, no; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Financial Transactions -

Ratify vouchers payable

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable for a period ending 05/02/2019 in the amount of \$5,772.47. 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 J. Belvin, to ratify gross payroll for the pay period ending 04/21/2019 in the amount of \$104,180.05. 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 05/02/2019 in the mount of \$66,215.11. 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 R. Wielebinski, to approve capital expenditures received through 05/02/2019 in the amount of \$2,482.50. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Purchase of Truck

R. Wielebinski made a motion, seconded by J. Belvin, to approve the purchase of a 2019 Dodge Ram 5500, using co-stars pricing, from Ray Price Dealerships at a cost of \$52,000, and upfitting from A&H at a cost of \$38,541.00 (lowest of three quotes) which replaces motions made to purchase an upfit a 2019 Ford 550 as recommended by Bob Sargent. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by J. Belvin, to approve the purchase of Motorola radios for two 2020 police vehicles in the amount of \$4,830.20 not as a sole source but as a co-star vendor/quote as recommended by Chief Werkheiser. 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 approve the following actions with the maturing \$1.5 million CD at Keystone Bank as recommended by the fiscal department - Open a \$750,000 CD at Wayne Bank for 9 months at an interest rate of 1.99%/2.00% APY and open a \$750,000 CD at Wayne Bank for 6 months at an interest rate of 1.74%/1.75% APY. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorization -

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the travel of Bob Sargent and Ryan Huey to attend the State Inspection Update seminar on May 8, 2019 from 5:30pm to 9pm at MCTI for a cost of \$20 per person. 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 reported on the resolution passed by Stroud Township Supervisors for the Gaunt Road Composting Facility which provides for charging non-residents a fee to bring items to the facility.

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President -

Discussion took place on the purchase of a vehicle for Public Works. The board previously approved a truck which is not available. It was explained that any truck would have to be purchased with a plow.

R. Wielebinski made a motion, seconded by J. Lastowski, to rescind motion made at April 17, 2019 Board of Commissioners meeting to purchase a 2018 Dodge pick-up in the amount of \$30,875.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to purchase a 2018 Ram 2500 regular Cab white Dodge 2500 pick-up truck with plow from Ray Price dealerships at co-stars pricing for \$35,185.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Commissioner Wielebinski discussed the power washing that had been done to the play equipment at the parks, that parts were being ordered to repair the equipment and the need to remove trees at TLC park.

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner

Commissioner Kilby reported the Intersection Lighting Project is moving forward and work should begin in about two weeks.

Jerrold Belvin - Commissioner

Discussion took place on the status of the current park board.

J. Belvin made a motion, seconded for discussion by C. Kilby, to temporarily dis-ban the park board and allow the township manager to deal with park board issues, unless over the authorized spending threshold and report to the Board of Commissioners at regular meetings. Discussion followed. J. Lastowski opened the motion to public comment. Under public comment, Annabella Lastowski submitted her resignation from the park board. Ellen Gndt stated that the township does have an ordinance not a resolution governing the park board. Leo DeVito, township Solicitor confirmed there is an Ordinance 54-1 that governs the Recreation Committee. J. Belvin, amended his motion, agreed to and

seconded by C. Kilby, to amend the motion to authorize the township manager to advertise for five to seven positions on the recreation committee and authorize the township manager, within spending constraints to monitor the operations of the park and report back on operations and events to the Board of Commissioners.

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

PUBLIC WORKS REPORT

Fish Hill Road Storm System Project - Township Manager, D. Asure reported that the project started today, May 6, 2019

Administration - Manager's Report

Regional Comprehensive Plan - RFP has been circulated and sent to the state. Requests for proposals should be sent out mid-May to be reviewed by mid-June.

Traffic Task Force - There will be a work session on Monday, May 20, 2019 at 6pm with concerned parties and state elected officials

Pocono Business Association - discussion on holding first meeting on Wednesday, June 12, 2019 from 5:30pm - 6:30pm

Mutual Aid Agreements - discussion was held on lack of responses. Solicitor DeVito stated he would reach out to his counterparts. A letter from the Board members themselves will be written and sent.

Sewer Cards - The sewer cards were sent April 23rd and residents are reporting back to the township with proof of pumping within last four years.

Website Logo Contest - The website logo contest is on going with votes being received both by online voting and in person here at the township

Well at Mountain View Park - The well needed for MVP was discussed. DEP requirements must be met. Proposals from Cook Geological and Boucher and James were received to design technical specifications as well as overseeing the project and completing required DEP documents.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve the proposal from Boucher & James to prepare technical specifications, oversee testing and installation and prepare DEP required reports for installation of new well at MVP in an amount not to exceed \$8500.00.

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

NCC Agreement

J. Lastowski made a motion, seconded by C. Kilby, to enter into the annual Memorandum of Understanding with Northampton Community College to use NCC for Thursdays on the Green movies and for NCC to use MVP for recreational programs beginning June 1, 2019.

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

SFM Consulting Agreement -

J. Lastowski made a motion, seconded by C. Kilby, to ratify a service agreement with SFM Consulting, LLC for zoning officer services at \$65.00 per hour for a maximum of 20 hours per week. Discussion followed on language in the agreement to approve hours over the twenty.

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

Correspondence -

Correspondence was received from Tannersville Point Luxury Apartments granting an extension of time for Commissioners' review period of this project until June 6, 2019.

Selfie Swing for parks -

R. Wielebinski made a motion, seconded by J. Belvin, to purchase a dual selfie swing from Play & Park Structures in the amount of \$3,165.73, using the \$2000 donation from the Weiler Charitable Giving Committee and the balance from the park capital fund, having installation completed by the public works department. Discussion followed on the location of the two swings. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Request from Fire Department -

The fire company has requested that the \$25.00 fee be waived by the township for the paving permit the fire company must receive to pave the parking area. J. Lastowski made a motion, seconded by J. Belvin, to forgo the fees for paving on fire company property. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Spotted Lanternfly - D. Asure, Twp. Manager, reported that she has taken the test to become the township trainer on the issue of the spotted lanternfly. All employees who drive township vehicles must be trained on inspecting the vehicles, what to look for, how to destroy the egg masses and flies and the logs that must be kept. Training records must be on file for two years.

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.

Right Hand Turn Lanes - Multi-modal grant has been applied for through the grant writer.

TLC Bridge- J. Tressler reported that the GS11 permit application has been submitted.

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. R. Wielebinski asked if this could be done at the same time as the TLC bridge. Discussion followed.

Master Sidewalk Plan - J. Tressler, Twp. Engineer reported that he is updating some of the information and the planning commission is reviewing.

Stormwater Ordinance - J. Tressler, Twp. Engineer, reported that he is making progress on a draft for Board review.

Learn Road to Fish Hill Road Culverts - J. Tressler reported that the culverts are filling up again and he needs to meet with B. Sargent to see how a plan can be put together to maintain the sump basin in this area.

TOWNSHIP SOLICITOR REPORT

Camelback Hotel and Water park Letter of Credit - L. DeVito, Twp. Solicitor, explained the letter of credit for this project is expiring June 1, 2019 and the work is not yet complete. J. Belvin made a motion, seconded by C. Kilby, to authorize the solicitor's office to draw on the Letter of Credit for the Camelback Hotel and Waterpark project in the event the work, as listed by T&M is not completed by May 15, 2019. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PPL Right of Way Agreement -

R. Wielebinski made a motion, seconded by J. Belvin, to approve the Right of Way agreement with PPL for the Trapasso project on Rt. 611 and Discovery Drive and authorize the President of the board of Commissioners to execute the documents. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Right to Know Resolution from West Easton Borough -

Leo DeVito, Twp Solicitor reported the board had received correspondence from West Easton Borough asking for support of a resolution, to be sent to the state, amending the Right to Know Law.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the township solicitor to prepare a resolution to that of West Easton Borough to be sent to the state legislature expressing township concerns of retaliatory Right to Know requests. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Request for change of taxing districts for Woodcrest Blvd., Lot 10, the Reserve at Bryson's Farm -

Discussion took place on the request from TS Builders to change the taxing district at Lot 10, Woodcrest Blvd, The Reserve at Bryson's Farm. The change would be from Stroud Township to Pocono Township. Stroud has already sent a letter of approval. The board requested the township manager contact the school districts to find out their opinion on this request. No action taken

Breezewood Drive Emergency Access - It was reported to the Board that the property owners have been contacted and seem agreeable to work with the township to provide this emergency access.

PUBLIC COMMENT:

Ellen Gndt, Twp. resident, commented on the new company for zoning duties.

Ellen Gndt, Twp. resident, commented on the purchase of the pick-up truck and the need for appropriations to be made to the budget.

ADJOURNMENT INTO EXECUTIVE SESSION:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:30pm. 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: May 13, 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 – Present

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

Also present were Lisa Pereira - Solicitor, Donna Asure-Township Manager

The work session was called to order at 6:10pm by Chairman Swink and followed with the Pledge of Allegiance.

The Boards discussed –

- The priorities of the Board of Commissioners and of the Planning Commission and how to create a plan to move forward.
- The confusion that was created after the last work session as to how to set the priorities and getting together to create a joint list.
- The Sign Ordinance was discussed as it seems to be a top priority for both boards. The boards talked about involving the new Business Association and how they might have input to this topic. R. Swink believed this topic should wait until after the Business Association meeting and their feed back. The information received by the Commissioners from the Business Association will be passed on the Planning Commission.
- The Property Maintenance Ordinance. This is already on the “to do” list. B. Kilby created an updated draft of the ordinance for review. Discussion on who maintains rights of way took place and the need for legal to review these requirements.
- Short Term Rental Ordinance. L. Pereira discussed the newest Supreme Court ruling and how it may affect our current ordinance. It is thought this needs to be not just a stand-alone ordinance but also incorporated into zoning.
- The Yard Sale Ordinance. It was stated that this ordinance is almost done but needs a final decision on the fee schedule.

The priority list is as follows –

- 1) Sign Ordinance
- 2) Property Maintenance Ordinance
- 3) Short Term Rental Ordinance
- 4) Capital Improvement Plan
- 5) Yard Sale Ordinance

The Board of Commissioners agreed that the planning commission should meet with the Police Chief and Road Supervisor to find out their needs. They should look at the studies that were completed and the Capital Improvement Plan that had been created for the township previously. It was thought that a 1 year, 3 year, 5 year and 10 year plan would be the most beneficial for the township to work with to plan and budget. They will come up with a list and submit to Township Manager to provide to the Board of Commissioners.

It was discussed that perhaps the Civil Service Commission should be asked if they are interested in working with the police to develop that part of the capital plan. D. Asure will speak to Chief Werkheiser concerning this.

Public comment –

Ellen Gndt, Twp. Resident questioned the need for fees for signs in the yard sale ordinance when this was addressed in the sign ordinance.

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

The work session ended at 7:00pm.

Submitted by:

Donna M. Asure
Township Manager

POCONO TOWNSHIP
Monday, May 20, 2019

SUMMARY

Ratify

General Fund	\$	99,362.06
Sewer Operating	\$	-
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	172,611.60
TOTAL Sewer <u>OPERATING</u> Fund	\$	1,128,740.15
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	-
TOTAL Capital Reserve Fund	\$	7,558.56
Liquid Fuels	\$	-

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

FROM: Sewer Capital	\$	1,000,000.00
TO: Sewer Operations	\$	1,000,000.00

Electronic transfer was executed on 5/13/19 for \$1.0 M from Sewer Capital to Sewer Operations to fund additional principal payment of People's Bank Sewer Note.

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, May 20, 2019

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	05/10/2019			PAY 9 Pay Period ending 5/5/2019	98490.57
General Expenditures				TOTAL PAYROLL	\$98,490.57
	05/07/2019	58399	FULLER PAPER CO	Public Works Supplies (ratified to receive discount)	184.77
	05/09/2019	58400	Staples Business Credit	Office Supplies	485.28
	05/13/2019	58401	Kimball Midwest	Operational supplies	201.44
Sewer Operating Fund				TOTAL General Fund Bills	\$ 871.49

Sewer Construction Fund

\$ -

Capital Reserve

TOTAL Sewer Construction Fund \$ -

TOTAL General Fund
 TOTAL Sewer Operating
 TOTAL Sewer Construction
 Total Capital Reserve

99,362.06 Transferred by:

-
-
-

99,362.06 Authorized by:

TOTAL Capital Reserve Fund \$ -

POCONO TOWNSHIP CHECK LISTING

Monday, May 20, 2019

General Fund	Date	Check	Vendor	Memo	Amount
	5/15/2019	58406	AFLAC	Supplemental Insurance	\$ 207.62
	5/15/2019	58407	ARGS Technology, LLC	April IT Services	\$ 1,375.00
	5/15/2019	58408	Bartonsville Printing	Comm Day/Thursdays on Green Flyers	\$ 975.00
	5/15/2019	58409	BIU of PA, Inc.	Permit Fees	\$ 8,921.85
	5/15/2019	58410	Blair E. Bates	RE Appraisal NCAACC Campus	\$ 4,000.00
	5/15/2019	58411	Boucher & James, Inc.	Engineering fees	\$ 5,077.89
	5/15/2019	58412	Brodhead Creek Regional Authority	May Sewer	\$ 177.08
	5/15/2019	58413	Cardmember Service	Operation supplies	\$ 1,422.96
	5/15/2019	58414	E.M.Kutz, Inc.	Public works supplies	\$ 133.43
	5/15/2019	58415	Eureka Stone Quarry, Inc.	Road materials	\$ 833.59
	5/15/2019	58416	Gotta Go Potties, Inc	Rental/Service 4/2 to 4/30/19	\$ 500.00
	5/15/2019	58417	Highmark Inc.	HRA Fees	\$ 550.39
	5/15/2019	58418	J & B Auto	Police vehicle maintenance	\$ 1,250.65
	5/15/2019	58419	Jack Williams Tire Company, Inc.	Police vehicle maintenance	\$ 697.68
	5/15/2019	58420	JDM Consultants, LLC	April & March Grant Consulting	\$ 5,000.00
	5/15/2019	58421	Kost Tire & Auto Service	Police vehicle maintenance	\$ 163.17
	5/15/2019	58422	Metropolitan Telecommunications	May 2019 Service	\$ 299.77
	5/15/2019	58423	MRM Worker's Compensation Pooled Trust	Workers compensation insurance	\$ 10,900.09
	5/15/2019	58424	Northeast Cartage & Recycling Solutions	Poc Twp Cleanup May 2019	\$ 22,750.00
	5/15/2019	58425	P & D Emergency Services	Police vehicle maintenance	\$ 68.00
	5/15/2019	58426	PAPCO, Inc.	Police Fuel	\$ 2,076.27
	5/15/2019	58427	Papke's Custom Repairs	Police minor equipment purchase	\$ 805.00
	5/15/2019	58428	PMHIC	June 2019 Health Insurance premium	\$ 74,473.60
	5/15/2019	58429	PPL Electric Utilities	Electric service township & traffic lights	\$ 1,794.51
	5/15/2019	58430	Ray Price Ford	Police vehicle maintenance	\$ 540.09
	5/15/2019	58431	Shinetime Auto Wash & Lube	April Car Washes	\$ 46.00
	5/15/2019	58432	State Workers Insurance Fund	Fire Department workers comp. insurance	\$ 2,372.00
	5/15/2019	58433	The Pennsylvania State University	Police training	\$ 715.00
	5/15/2019	58434	UNIFIRST Corporation	Public works uniforms & carpet cleaning	\$ 77.70
	5/15/2019	58435	Metropolitan Telecommunications	May 2019 phone Service	\$ 101.56
	5/16/2019	58436	Nationwide - 457	Pay 9 employee and employer contribution	\$ 3,366.62
	5/16/2019	58437	Broughal & DeVito, L.L.P.	Legal fees April 2019	\$ 4,924.00
	5/16/2019	58438	RAVEN ENTERTAINMENT	FACE PAINTER/ BALLOON ARTIST COMMUNITY DAY 2019 DEPOSIT	\$ 550.00
	5/16/2019	58439	Boucher & James, Inc.	engineering fees	\$ 420.00
	5/17/2019	58440	Allstate Septic Systems, LLP	Mt. View Park septic pumping	\$ 945.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
5/17/2019	58441	Broughal & DeVito, L.L.P.	Legal Planning Comm	\$ 397.50
5/17/2019	58442	Cardmember Service	Township & PW operation supplies	\$ 3,493.43
5/17/2019	58443	Cramer's Home Building Center	PW parts & supplies	\$ 285.98
5/17/2019	58444	D.G. Nicholas Co.	Vehicles supplies	\$ 25.84
5/17/2019	58445	Francis Smith & Sons Inc	UST Monthly Operator Fee	\$ 250.00
5/17/2019	58446	Gotta Go Potties, Inc	Portajohn rental park	\$ 990.00
5/17/2019	58447	Intoximeters	Police operating supplies	\$ 146.25
5/17/2019	58448	J & Z Professional Services LLC	May Cleaning Services	\$ 947.50
5/17/2019	58449	J. P. Mascaro & Sons	TWP & Park waste removal	\$ 469.09
5/17/2019	58450	Medico Industries, Inc.	PW equipment parts	\$ 895.00
5/17/2019	58451	NEPA Power Wash, LLC	Power Wash Park Equipment	\$ 1,100.00
5/17/2019	58452	Network Fleet	May Monthly Service	\$ 325.45
5/17/2019	58453	P & D Emergency Services	Motorola/Power Supply	\$ 75.00
5/17/2019	58454	PAPCO, Inc.	Diesel	\$ 1,146.74
5/17/2019	58455	Pocono Record	Advertisement township	\$ 158.18
5/17/2019	58456	Recycle Logistics and Transport LLC	Clean up day tire disposal	\$ 349.00
5/17/2019	58457	Tulpehocken Mountain Spring Water Inc	Water	\$ 115.39
5/17/2019	58458	UNIFIRST Corporation	Uniforms/Carpets	\$ 77.70
5/17/2019	58459	Verizon Wireless	Cell phone service	\$ 608.16
5/17/2019	58460	Wilson Products Compressed Gas Co.	PW operation supplies	\$ 7.25
5/17/2019	58461	ISAIAH JJ SLONAKER	Barricade fee 2019 community day	\$ 200.00
5/17/2019	58462	JAR Entertainment LLC	Balance of payment Optimus Replica	\$ 850.00
5/17/2019	58463	JOSEPH PUTNEY	Bee fee 2019 Community Day	\$ 200.00
5/17/2019	58464	Kyocera Document Solutions America, Inc.	Township & police copiers	\$ 366.56
5/17/2019	58465	RAVEN ENTERTAINMENT	Balance face painter & balloon art entertainer 2019 community day	\$ 550.00
5/17/2019	58466	Verizon Wireless	Police Ipads	\$ 70.06

TOTAL General Fund \$ 172,611.60

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating Fund				
5/16/2019	1260	Allstate Septic Systems, LLP	2995 Bartonville Ave Pumping	\$ 255.00
5/16/2019	1261	BLUE RIDGE COMMUNICATIONS	Internet service	\$ 121.04
5/16/2019	1262	Boucher & James, Inc.	General sewer engineering	\$ 3,114.54
5/16/2019	1263	BRODHEAD CREEK REGIONAL AUTHORITY	June 2019 Sewer Treatment O&M	\$ 109,055.16
5/16/2019	1264	EEMA O&M Services Group, Inc.	May 2019 O&M	\$ 6,345.38
5/16/2019	1265	METROPOLITAN TELECOMMUNICATIONS	Phone service	\$ 62.51
5/16/2019	1266	PA One Call System, Inc	Mapping Services	\$ 82.84
5/16/2019	1267	Pocono Management Associates LLC	4/29 to 5/12/2019 Consulting	\$ 2,848.83
5/16/2019	1268	PPL Electric Utilities	Electric services	\$ 2,682.63
5/16/2019	1269	Utility Locator LLC	Apr & May Services	\$ 2,062.50
5/16/2019	1270	PEOPLES SECURITY BANK	ADDITIONAL PRINCIPAL PAYMENT	\$ 1,000,000.00
5/17/2019	1271	BLUE RIDGE COMMUNICATIONS	Internet service	\$ 60.52
5/17/2019	1272	Broughal & Devito	Sewer legal service	\$ 1,655.00
5/17/2019	1273	JP Mascaró	Waste removal	\$ 99.25
5/17/2019	1274	Verizon	Phone line sewer SCADA system	\$ 37.45
5/17/2019	1275	Boucher & James, Inc.	Engineering services	\$ 257.50
TOTAL Sewer Operating				\$ 1,128,740.15

Sewer Construction Fund

TOTAL Sewer Construction Fund \$ -

Capital Reserve Fund

5/16/2019	1051	AXON ENTERPRISES	POLICE TASERS & RELATED EQUIPMENT	\$ 2,542.00
5/16/2019	1052	BOUCHER & JAMES	ENGINEERING SERVICES CAPITAL PROJECTS	\$ 696.56
5/16/2019	1053	MONARCH	48" PIPE FISH HILL SWALE PROJECT	\$ 4,320.00

TOTAL Capital Reserve Fund \$ 7,558.56

LIQUID FUELS

TOTAL Liquid Fuels \$ -

ESSA

TOTAL General Fund	\$	172,611.60	
TOTAL Sewer Construction Fund	\$	-	Authorized by: _____
Sewer Operating	\$	1,128,740.15	
Capital Reserve	\$	7,558.56	
Liquid Fuels	\$	-	
TOTAL ESSA TRANSFER	\$	1,308,910.31	Transferred by: _____

Approve

May 20 Bot nufy

POLICE REPORT FOR APRIL 2019

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

	April 2019	Y-T-D 2019	March 2019	Y-E-T 2018	April 2018
Incidents Investigated	939	3852	929	11740	853
Burglary / Fire Alarms Answered	61	294	84	949	70
Motor Vehicle ACC	41	209	57	595	37
Assaults	6	29	7	71	11
Narcotics	8	33	10	117	5
Criminal Arrests	24	96	15	399	27
Theft	18	70	17	325	16
DUI alcohol/drug impaired	8	45	6	139	17
Mental Health	6	33	8	84	6
Drug Overdose	0	7	1	n/a	1
Death Investigations	1	4	2	19	0
Assisting other agencies	28	141	29	412	44
Missing Persons	1	3	0	22	1
Traffic Citations Issued	192	639	161	1650	93
Written Warnings	158	819	187	2891	189
Traffic & Parking issues	40	174	27	354	28
911 Hang-up Calls	90	366	90	957	63

Mileage all Vehicles: 17,189

Income from Report Fees: \$392.25