



POCONO TOWNSHIP COMMISSIONERS
AGENDA

October 1, 2018 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, October 20th – 11am – 4pm
Executive Session – held – September 26th – acquisition of real property

Hearings –

Ordinance 2018-15 – Motion to adopt Ordinance 2018-15, amending the Pocono Township Code of Ordinances, Chapter 470, Zoning, Article III, zoning Map and Zoning Districts, to change the zoning district classification of the parcel of land at 2806 – 2812 Bartonsville Avenue from R-2 to C and to revise the Official Zoning Map (action item*)

Presentations –

OLD BUSINESS

1. Motion to approve minutes of the September 17, 2018 Meeting of the Board of Commissioners (action item*)
2. Motion to approve minutes of September 19, 2018 budget work session of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel
 - a. Motion to ratify the rehiring of Ryan Kofron as seasonal park employee at \$12.00 per hour until the end of the 2018 season, effective September 29, 2018. (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

- b. Motion to ratify the pay increase of Robert Sargent, Road Supervisor to \$30.00 per hour effective September 26, 2018 per the motion at time of promotion and the completion of six months. (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through August 31, 2018 in the amount of \$ 97,805.01 (action item*)
- b. Motion to ratify gross payroll for pay period ending August 26, 2018 in the amount of \$ 109,925.89 (action item*)
- c. Motion to approve vouchers payable received through August 31, 2018 in the amount of \$ 336,107.33 (action item*)
- d. Motion to approve travel expenses for Commissioner Jerrod Belvin from approved travel totaling \$205.46 (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

Report of the President

- a. Amusement Tax – Motion to extend onset date to November 1, 2018 to allow staff to work out the mechanisms of the tax (action item*)
- b. Discussion concerning the application of a PennDot permit for right hand turn lanes (possible action item*)

Commissioners Comments

Bob De Young – Vice President

Harold Werkheiser – Commissioner

Rich Wielebinski – Commissioner

- a. Regional Comp Plan Discussion
- b. Motion to authorize the zoning officer to send a Notice of Violation for a dangerous structure to 3305 Route 611 based on the inspection conducted. (action item*)

Jerrod Belvin – Commissioner

- a. Motion to have the township manager and solicitor rewrite and implement, within 120 days, new MOU's for mutual aid with the following municipalities – Stroud, Hamilton, Paradise, Mt. Pocono Borough, Jackson, Tunkhannock and Tobyhanna (action item*)

Reports

1. Finance Committee

(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

2. Administration – Manager's Report

- a. State Aid received for pension funds in the amount of \$233,651.51
- b. MMO certified and provided to Board as required by Act 205 by last business day of September
- c. MVP violation
- d. Green Light Go Grant #2 – Motion to submit letter to PennDot accepting the Green-Light-Go award in the amount of \$359,658.00 and acknowledging the township's commitment to 20% of cost from general fund which is approximately \$89,914.50 (action item*)
- e. Motion to enter into agreement with Creative Works for creation of a new township website for a cost of \$11,760.00 (action item*)

3. Public Works Report

4. Township Engineer Report

- a. Update on White Oak Culvert replacement project (DEP has until October to review and respond)
- b. Update on Fish Hill Road Storm System Notice of violation from MCCD
- c. Motion to accept bid from Environmental Service Corporation for the Learn Road Inlet and Pipe cleaning Project, as the lowest bid received, in the amount of \$28,885.00 base bid and a daily rate of \$1,800.00 per day for any additional days required above base bid as recommended by Boucher & James (action item*)
- d. Discussion of requirements under MS-4 (possible action item*)

Township Solicitor Report

- a. Update on Exxon Monitoring Wells Agreement
- b. Motion to approve the solicitor to represent the township at the zoning hearing board hearing scheduled for October 23, 2018 for the Donald and Donna Simpson variance request (action item*)
- c. Discussion on blasting ordinance (possible action item*)

Resolutions

Resolution 2018-54 – Green Light Go- Motion to adopt Resolution 2018-54 authorizing the township manager to execute any and all associated documents with the project (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

**POCONO TOWNSHIP
MONROE COUNTY, PENNSYLVANIA**

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF POCONO TOWNSHIP TO CHANGE THE ZONING DISTRICT CLASSIFICATION FROM MEDIUM DENSITY RESIDENTIAL (R-2) TO COMMERCIAL (C) ON THAT CERTAIN PARCEL LOCATED AT 2806 - 2812 BARTONSVILLE AVENUE AND IDENTIFIED AS TAX ID NO. 12/2/1/27 AND PIN 12-6381-00-15-7256.

WHEREAS, Section 609 of the Pennsylvania Municipalities Planning Code, codified at 53 P.S. § 10609, and Chapter 470, Zoning, Article IX, §470-125 of the Pocono Township Code of Ordinances, authorize the Board of Commissioners to enact zoning ordinance amendments, including changes to the Official Zoning Map; and

WHEREAS, pursuant to the authority of the Municipalities Planning Code and the Pocono Township Zoning Ordinance, the Board desires to change the zoning classification of a certain parcel of land in Pocono Township bearing Tax ID number 12/2/1/27 and PIN 12-6381-00-15-7256 from Medium Density Residential (R-2) to Commercial (C); and

WHEREAS, the Board finds that it is in the best interests of the health, safety and welfare of Pocono Township residents to change the zoning district classification on the said property and to amend the Official Zoning Map as set forth in this Ordinance.

NOW, THEREFORE, the Board of Commissioners of Pocono Township, Monroe County, Pennsylvania, does hereby *ENACT* and *ORDAIN*:

SECTION 1. AMENDMENT OF ZONING CLASSIFICATION AND OFFICIAL ZONING MAP OF POCONO TOWNSHIP.

The Pocono Township Code of Ordinances, Chapter 470, Zoning, Article III, Zoning Map and Zoning Districts, is hereby amended to change the zoning district classification of the parcel of land identified as Tax ID No. 12/2/1/27 and PIN 12-6381-00-15-7256, which is located at 2806 - 2812 Bartonsville Avenue, in Pocono Township, Monroe County, Pennsylvania, from Medium Density Residential (R-2) to Commercial (C). In addition, this change in the zoning district classification of the said property shall be entered on the Official Zoning Map of Pocono Township promptly after this ordinance is adopted by the Board of Commissioners.

SECTION 2. SEVERABILITY.

The provisions of this ordinance are severable and in the event that any provision is held invalid, void, illegal, or unconstitutional by any court, it is the intent of the Board of Commissioners that such determination by the Court shall not affect or render void the remaining provisions of this ordinance. It is the declared intent of the Board of Commissioners that this

ordinance would have been enacted if any provision subsequently declared to be void, invalid, illegal or unconstitutional had not been included at the time of enactment.

SECTION 3. REPEALER.

Any specific provisions of the Pocono Township Zoning Ordinance and Official Zoning Map that are in direct conflict with this ordinance are hereby repealed.

SECTION 4. AUTHORITY.

This ordinance is enacted under the authority conferred by the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended.

SECTION 5. EFFECTIVE DATE.

This ordinance shall take effect five (5) days after the date of its enactment.

ENACTED and **ORDAINED** this _____ day of _____, 2018.

ATTEST:

**TOWNSHIP OF POCONO
MONROE COUNTY**

PAMELA TRIPUS
Township Secretary

GERALD LASTOWSKI
President, Board of Commissioners

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

SEPTEMBER 17th, 2018 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, 09/17/2018, 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; Bob M. DeYoung, absent; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

PUBLIC COMMENT:

Attorney Ralph Matergia representing Pocono Manor Investors and Sunset Shooting range spoke concerning the impact of the Amusement Tax Ordinance to local businesses. He noted the businesses are participant, resort-based activities and not spectator type businesses where tickets are sold. He requested the Board reconsider the amusement tax on participant base businesses.

Anton Bonifacic, Sunset Shooting Range, noted his concern over the Amusement Ordinance and 5% tax. He requested the Board revisit the Ordinance.

ANNOUNCEMENTS:

- 1) Pocono Township Cleanup Days will be held September 27th, 28th, and 29th from 7:30 a.m. to 3:00 p.m.
- 2) An Executive Session was held on September 17th, 2018 for possible litigation and personnel
- 3) Pocono Township Community Day has been rescheduled until Saturday, October 20th, 2018 from 11:00 a.m. to 4:00 p.m.

HEARINGS:

Ordinance 2018-13 - Amending the Solid Waste

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained the Ordinance is to limit commercial waste haulers pick up times to 7:00 a.m. to 10:00 p.m. G. Lastowski opened the hearing to public comment, hearing none. G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-13 to amend the code of ordinances of Pocono Township Chapter 245 Solid Waste, Article III, Municipal Waste. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Ordinance 2018-14 - Renaming Rt. 191 to Paradise Valley Road-

G. Lastowski opened the hearing. L. DeVito, Twp. Solicitor, explained it is to make the road name consistent. G. Lastowski opened the hearing to public comment, hearing none.

ORDINANCE 2018-4 CONT:

G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt Ordinance 2018-14 providing for the renaming of a street known as Route 191 to Paradise Valley Road. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

PRESENTATION:

2017 Audit - Jeffrey S. Weiss, Zelenkofske Axelrod LLC, presented the 2017 audit. Discussion followed on the results, various funds, moving the accounting from modified accrual to a full accrual accounting, pension plans, and findings of the audit. D. Asure, Twp. Manager, will investigate companies which inventory assets. Discussion followed on the cost to switch to full accrual accounting.

G. Lastowski made a motion, seconded by J. Belvin, to accept the 2017 Audit as presented by Zelenkofske Axelrod, LLC. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

MINUTES:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 09/04/2018 Board of Commissioners' regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

NEW BUSINESS:

PERSONNEL

Return to Work Evaluation - Phil Starner - D. Asure, Twp. Manager, explained a return to work evaluation. G. Lastowski noted it will be for all employees returning from extended leaves of absence.

R. Wielebinski made a motion, seconded by J. Belvin, to require a return to work evaluation for Phillip Starner and authorize the Township Manager to attempt to negotiate, if possible and necessary, reasonable accommodations pertaining to his return. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS

Ratify Vouchers Payable

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable for the period ending 09/14/2018 in the amount of \$2,858.10. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for the pay period ending 09/09/2018 in the amount of \$108,094.53. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS CONT:Voucher Payable -

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 09/14/2018 in the amount of \$136,562.52.

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

Capital Expenditures -

G. Lastowski made a motion, seconded by J. Belvin, to approve capital expenditures received through 09/14/2018 in the amount of \$210,714.85.

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

Liquid Fuels Expenditures -

G. Lastowski made a motion, seconded by R. Wielebinski, to approve Liquid Fuels Expenditures received through 09/14/2018 in the amount of \$474,000.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Travel/Training Authorizations -PER304 Social Media Training

G. Lastowski made a motion, seconded by J. Belvin, to approve the travel of D. Asure, Twp. Manager to PER304 Social Media for Natural Disaster Responses and Recovery on 10/02/2018 at PEMA Headquarters, Harrisburg and pay expenses including mileage. J. Belvin requested D. Asure attend the full three-day course. Discussion followed. G. Lastowski amended his motion, seconded by J. Belvin, to approve travel of D. Asure, Twp.

Manager to PER304 - Social Media for Natural Disaster 10/02/2018, PER344 - Social Media Tools and Techniques 10/03/2018, and PER343 - Social Media Engagement Strategies 10/04/2018; and pay hotel, mileage, and travel expenses. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:Gerald Lastowski, President -

Amusement Tax Discussion - G. Lastowski explained he received a call from a business owner concerning the Amusement Tax. He suggested reaching out to resorts to discuss the Ordinance. No action taken.

Blasting Ordinance - G. Lastowski explained recent issues with a blasting company who failed to notify residents in a timely manner. G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp. Solicitor to investigate blasting ordinances and present the findings to the Board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Scotrun Estates Sign - J. Tresslar, Twp. Engineer, explained the sign was located in PennDOT's right-of-way and according to PennDOT they cut down the sign and offered Scotrun Estates Association payment. Discussion followed on who was the party PennDOT discussed the sign with.

REPORT OF THE PRESIDENT CONT:

Kresge NOV request for additional Time - G. Lastowski noted the Board had concurred to direct the Zoning Officer to follow the ordinance. No action taken.

COMMISSIONERS COMMENTS:

Robert DeYoung, Vice President, absent.

Harold Werkheiser, Commissioner, absent.

Rich Wielebinski, Commissioner

3481 Route 611 -

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the zoning officer to file a Notice of Violation against the owner of record of 3481 Route 611, Bartonsville, based on the findings of the inspection completed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin, Commissioner

3305 Rt. 611, Bartonsville -

J. Belvin made a motion, seconded by G. Lastowski, to authorize the Twp. Zoning Officer to investigate 3305 611 Bartonsville as per the dangerous structure Ordinance. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

1563 Sullivan Trail - J. Belvin noted it was discussed to continue the investigation of the property.

Personnel and Management Policies -

J. Belvin made a motion, seconded by G. Lastowski, to authorize the Twp. Manager to work with the Chief of Police and Solicitor to draft new personnel and management policies. J. Belvin noted after attending recent police liability class and after reviewing the Police SOP's there are items that were not included. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

4550 Buck Valley Drive -

J. Belvin explained the Zoning Officer is continuing to pursue the violations.

REPORTS:

Zoning Officer - Michael Tripus, Zoning Officer, explained 43 permits were issued in the month of August. G. Lastowski questioned the signs appearing on telephone poles, etc. M. Tripus, ZO, explained he tried locating the sign owners by phone numbers but was unsuccessful. He requested direction from the Board for removal of signs on poles. The Board concurred they were in favor of removal of the illegally posted signs.

J. Belvin question if any violation notices were issued for A-Frame signs in August. M. Tripus noted 2 NOV's were sent for 3414 Rte. 611, Bartonsville, and 2857 Rte. 611, Tannersville.

REPORTS CONT:

Emergency Services:

Police - Kent Werkheiser, Pocono Township Police Chief, noted 1178 incidents investigated. K. Werkheiser noted the LPRs (License Plate Readers) are working and recently assisted in locating a stolen vehicle. J. Belvin commented on the total of incidents. Discussion followed.

EMS - Brad Harrison, St. Luke's Ambulance, reported 102 EMS calls.

Pocono Township Volunteer Fire Company - Brad Harrison, Pocono Township Volunteer Fire Chief, reported 45 fire calls. He explained a natural gas waste hauler leaked natural gas this morning. Several Emergency services responded and closed off Rt. 611 and Warner Road during the incident. B. Harrison noted he contacted UGI for guidance during the incident. K. Werkheiser noted the emergency services did a great job with traffic flow during the incident. The Board thanked all services involved in incident for the excellent response.

B. Harrison questioned fire suppression for fireworks. L. DeVito, Twp. Solicitor, explained it would be a requirement for fireworks stores and the storage of fireworks.

Finance Committee - No report.

Parks & Recreation - D. Asure, Twp. Manager, explained the Park revenues are up this year and they are working on their proposed budget items for next year. The Park requested a meeting on site to discuss a future project. G. Lastowski directed the Twp. Manager to meet with the Park Board on site to discuss their future projects.

Public Works Report - Robert Sargent, Road Supervisor, request the Board's permission to sell various items on Municibid. Discussion followed on the sale of an old safe.

G. Lastowski asked for an update of the new road crew employees. R. Sargent explained the new hires are working with the crew and have been able to get more work done.

R. Sargent explained the road crew is working on Back Mt. Road placing pipes and will move to Dyson Road and Lower side of Summit Road. Tree trimming is on-going on Back Mt. road. He noted the generators for traffic signals have been inspected and a charging system is in place. J. Belvin noted it was part of the winter emergency planning.

R. Sargent noted they are cleaning culvert boxes. R. Wielebinski questioned if Public Works is able to clean the culverts on Learn Rd. R. Sargent noted some of the culverts can be cleaned by Public Works but the deeper boxes may require additional equipment. Discussion followed on a preventative maintenance schedule and run off from Archer Way. J. Tresslar, Twp. Engineer, noted they had a pre-bid meeting for the cleaning of culverts on Learn Road. D. Asure, Twp. Manager, asked if the Public Works department can do the repairs to Fish Hill Road. Discussion followed.

Sale of Items on Municibid

G. Lastowski made a motion, seconded by J. Belvin, to authorize the sale of 2 used 50" mower heads, 1 used Devil Concrete BLK Top Saw, and 1 used Skag Zero Turn mower on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Administration - Manager's Report

1997 GMC Top Kick -

R. Wielebinski made a motion, seconded by J. Belvin, to approve the sale of the 1997 GMC Top Kick VIN: 1GDM7H1J7VJ520003 to Kevin Logue for \$4,901.00 as the highest bid received on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

2003 Peterbilt Single Axle Dump Truck -

J. Belvin made a motion, seconded by R. Wielebinski, to approve the sale of the 2003 Peterbilt Single Axle Dump Truck VIN: 2NPNLZ0X93M595509 to George Granberg for \$27,600.00 as the highest bid received on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

2014 Ford Explorer -

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the sale of the 2014 Ford Explorer - VIN: 1FM5K8AR1EGB80076 on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Spirit of Swiftwater Letter of Credit -

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the release of the Letter of Credit held for the Spirit of Swiftwater, Phase 1 Apartments. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

2019 Mack Single Axle Truck - D. Asure, Twp. Manager, explained the truck is almost ready to deliver.

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to sign the documents required to take receipt of the 2019 Mack Single Axle Truck. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Human Resource Training at PSATS - 09/13/2018 - D. Asure, Twp. Manager, gave an update of the recent training and the need to update the employee policies. G. Lastowski suggested contacting PSATS for information.

Weiler Donation - D. Asure, Twp. Manager, noted a \$1,000.00 donation was received from Weiler Charity Foundation for the Park and Recreation.

HRA Monthly Administrative Renewal - D.ASURE, Twp. Manager, explained the renewal.

R. Wielebinski made a motion, seconded by G. Lastowski, to authorize the Township Manager to sign the Spending Account Renewal with Highmark for HRA monthly administrative fee of \$5.35 per covered employee per month. G. Lastowski open the meeting to comment, hearing none.

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

D.ASURE, Twp. Manager, noted the Foreign Fire Insurance is down approximately \$10,000.00 from last year. Discussion followed. G. Lastowski suggested the Twp. Manager reach out to State Senator's Scavello's office for more information.

Township Engineer's Report

White Oak Culvert - J. Tresslar, Twp. Engineer, discussed bidding of the project this year. The bid will go out in mid-October with an award in November and spring start date.

Fish Hill Road Storm System (NOV) - J. Tresslar, Twp. Engineer, working with MCCD for approval.

LSA Grant for right hand turn lanes from Rt. 611 onto Rimrock Road and Bartonsville Ave. -J. Tresslar, Twp. Engineer, explained the resolution is required for the submittal.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, noted they are waiting on response.

Culverts on Learn Road - J. Tresslar, Twp. Engineer, explained bids will be opened on 09/27/2018.

Green Light Go - J. Tresslar, Twp. Engineer, explained they received notification from PennDOT for the second Green Light Go grant and that PennDOT will do the design. He noted previously it was discussed to work with Smithfield, Middle Smithfield and Stroud. Discussion followed.

Township Solicitor's Report

Exxon Monitoring Wells Agreement - No report.

Kollar Final Minor Subdivision - L. DeVito, Twp. Solicitor, explained the Letter of Credit. J. Tresslar, Twp. Engineer, noted it was for Storm improvements for a private road which was not installed. Discussion followed.

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Manager to draw upon the letter of credit issued for the Kollar Final Minor Subdivision in the amount of \$5,550.27 for failure to complete the required improvements under the developer's agreement. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Commissioner's Compensation - L. DeVito, Twp. Solicitor, explained at the Board's request he drafted an Ordinance for Commissioner's Compensation.

RESOLUTIONS

Resolution 2018-53 - LSA Grant- D. Asure, Twp. Manager, explained it is part of the LSA Grant submittal and she is currently obtaining letters of Support. J. Tresslar, Twp. Engineer, noted State Senator Scavello offered a meeting with PennDOT to discuss the scope of the project. G. Lastowski directed J. Tresslar to reach out to State Senator Scavello's office. R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2018-53 and to authorizing the submittal of an LSA Grant Application for roadway improvements at the intersections of Route 611 and Rimrock Road and Bartonville Ave. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Michael Tripus commented on an upcoming magistrate hearing. Discussion followed.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:00 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP BOARD OF COMMISSIONERS

Work Session Minutes

DATE: September 19, 2018

TIME: 5:30 pm

PLACE: Township Building

PRESIDING COMMISSIONER: Jerry Lastowski

ROLL CALL:

Harold Werkheiser - Absent

Richard Wielebinski – Present

Robert DeYoung – Absent

Jerrold Belvin – Present

Also present were Frank Cefali, Township Treasurer, Paola Razzaq, Township Bookkeeper and Donna Asure-Township Manager

The work session was called to order at approximately 5:30pm following an executive session discussing the acquisition of real property.

The works session was the discussion of the 2019 Pocono Township Budget.

The Board discussed the general fund and some personnel requests made by various departments.

There was no public comment received.

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

The work session ended at 8:30 pm.

Submitted by:

Donna M. Asure
Township Manager

POCONO TOWNSHIP
Monday, October 1, 2018

SUMMARY

Ratify

| | | |
|--------------------|----|------------|
| General Fund | \$ | 122,606.63 |
| Sewer Operating | \$ | 85,124.27 |
| Sewer Construction | \$ | - |
| Capital Reserve | \$ | - |

Bill List

| | | |
|--------------------------------------|----|------------|
| TOTAL General Fund | \$ | 329,776.83 |
| TOTAL Sewer <u>OPERATING</u> Fund | \$ | 6,535.96 |
| TOTAL Sewer <u>CONSTRUCTION</u> Fund | \$ | - |
| TOTAL Capital Reserve Fund | \$ | - |
| Liquid Fuels | \$ | - |

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

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Monday, October 1, 2018

| General Fund | Date | Check | Vendor | Memo | Amount |
|--------------------------|------------|-------|------------------------------|---|-----------------|
| Payroll | 09/28/2018 | | | PAY 19 Pay Period ending 9/23/2018 | 109,925.89 |
| General Expenditures | | | | TOTAL PAYROLL | \$109,925.89 |
| | 9/18/2018 | 57558 | Royal Security Services Inc. | Yearly alarm contract Mt. View Park (10/1/18 - 9/30/2019) | 384.00 |
| | 9/18/2018 | 57559 | Verizon | Police cell phones, MDT, & Ipads | 677.29 |
| | 9/21/2018 | 57560 | BCRA | Water bill | 177.08 |
| | 9/21/2018 | 57561 | Verizon | Phones township | 542.28 |
| | 9/27/2018 | 57563 | MRM | October 2018 workers comp premium | 10,900.09 |
| Sewer Operating Fund | | | | TOTAL General Fund Bills | \$ 12,680.74 |
| | 09/18/2018 | 1059 | Blue Ridge Communication | Pump station internet connection | 60.36 |
| | 09/18/2018 | 1060 | BCRA | October 2018 sewer treatment | 84,545.00 |
| | 09/18/2018 | 1061 | Verizon | Sewer modem connection | 36.70 |
| | 09/21/2018 | 1062 | Blue Ridge Communication | Sewer modem connection | 120.72 |
| | 09/21/2018 | 1063 | Verizon | Sewer modem connection | 120.20 |
| | 09/27/2018 | 1068 | Met-ed | Sewer electric service | 241.29 |
| Sewer Construction Fund | | | | TOTAL Sewer Construction Fund | \$ - |
| Capital Reserve | | | | TOTAL Capital Reserve Fund | \$ - |
| TOTAL General Fund | | | | 122,606.63 | Transferred by: |
| TOTAL Sewer Operating | | | | 85,124.27 | |
| TOTAL Sewer Construction | | | | - | |
| Total Capital Reserve | | | | - | |
| | | | | 207,730.90 | Authorized by: |

POCONO TOWNSHIP CHECK LISTING

Monday, October 1, 2018

| <u>General Fund</u> | <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
|---------------------------|-------------|--------------|---------------------------------------|--|----------------------|
| | 09/27/2018 | 57562 | D.G. Nicholas Co. | Batteries Signals/Floor Maint. | \$ 43.49 |
| | 09/27/2018 | 57564 | Nationwide 457 Plan | Employee contribution & employer cont. Pay 19 | \$ 3,504.45 |
| | 09/27/2018 | 57565 | AFLAC | Supplemental insurance | \$ 291.26 |
| | 09/27/2018 | 57567 | MetLife | Non-police pension | \$ 3,740.80 |
| | 09/27/2018 | 57568 | Aspen Pest Services, LLC | Treat Garage | \$ 83.00 |
| | 09/27/2018 | 57569 | Asure, Donna | Mileage - Training, Meeting, EM Center | \$ 172.11 |
| | 09/27/2018 | 57570 | Best Auto Service Center | Police Vehicle Services | \$ 627.42 |
| | 09/27/2018 | 57571 | BIU of PA, Inc. | ZO Services | \$ 960.00 |
| | 09/27/2018 | 57572 | Boucher & James, Inc. | Engineer | \$ 4,134.45 |
| | 09/27/2018 | 57573 | Broughal & DeVito, L.L.P. | Legal | \$ 10,649.03 |
| | 09/27/2018 | 57574 | Cyphers Truck Parts | Wires for Traffic signal generators | \$ 93.50 |
| | 09/27/2018 | 57575 | Cyphers Truck Parts | Clamps - Trucks | \$ 152.02 |
| | 09/27/2018 | 57576 | Davidheiser's Inc. | Speed and Tracker Unit testing | \$ 567.00 |
| | 09/27/2018 | 57577 | DES | Recycling | \$ 99.00 |
| | 09/27/2018 | 57578 | Eureka Stone Quarry, Inc. | Stone | \$ 960.90 |
| | 09/27/2018 | 57579 | Highmark Inc. | Spending account | \$ 379.59 |
| | 09/27/2018 | 57580 | HUNTER KEYSTONE PETERBILT | Truck #5 - Part | \$ 59.73 |
| | 09/27/2018 | 57581 | J. P. Mascaro & Sons | Garbage Twp/Park | \$ 456.19 |
| | 09/27/2018 | 57582 | Monroe County Control Center | 3rd Quarter | \$ 12,116.18 |
| | 09/27/2018 | 57583 | PAPCO, Inc. | Diesel/Gasoline | \$ 6,998.61 |
| | 09/27/2018 | 57584 | Pitney Bowes | Postage meter | \$ 117.00 |
| | 09/27/2018 | 57585 | Staples Credit Plan | Police - Office Supplies | \$ 146.91 |
| | 09/27/2018 | 57586 | Starr Uniform Center | Ballistic's Vest - PT Long | \$ 1,150.00 |
| | 09/27/2018 | 57587 | Tulpehocken Mountain Spring Water Inc | Water | \$ 88.20 |
| | 09/27/2018 | 57588 | UNIFIRST Corporation | Carpets/Uniforms | \$ 157.70 |
| | 09/27/2018 | 57589 | Pocono Township Fire Relief Assoc. | Disbursement of 2018 VFRA state aid | \$ 73,007.69 |
| | 09/27/2018 | 57590 | US Bank | Police Pension 2018 MMO Employer cont. and Sep 2018 employee cont. | \$ 208,815.14 |
| TOTAL General Fund | | | | | \$ 329,571.37 |

Sewer Operating Fund

| | | | | |
|------------|------|----------------------------------|---|-------------|
| 09/27/2018 | 1064 | Allstate Septic | Emergency service pump station 4 clean up | \$ 330.00 |
| 09/27/2018 | 1065 | Broughal & Devito | Legal services | \$ 1,440.00 |
| 09/27/2018 | 1066 | Cramer, Swetz, McManus & Jordan | Legal services | \$ 378.00 |
| 09/27/2018 | 1067 | JP Mascaro | Waste removal services | \$ 94.50 |
| 09/27/2018 | 1069 | Pocono Management Associates LLC | Contracted services 9/10/18 - 9/23/18 | \$ 3,375.37 |

Approve

| <u>Date</u> | <u>Check</u> | <u>Vendor</u> | <u>Memo</u> | <u>Amount</u> |
|-----------------------|--------------|-----------------|----------------------|---------------|
| 09/27/2018 | 1070 | Pocono Township | Sewer admin services | \$ 918.09 |
| TOTAL Sewer Operating | | | | \$ 6,535.96 |

Amount

| | |
|-------------------------------|------|
| TOTAL Sewer Construction Fund | \$ - |
|-------------------------------|------|

| | |
|----------------------------|------|
| TOTAL Capital Reserve Fund | \$ - |
|----------------------------|------|

| | | |
|----------------------------|----|---|
| TOTAL Capital Reserve Fund | \$ | - |
|----------------------------|----|---|

| | | | |
|-------------------------------|----|------------|-----------------|
| TOTAL General Fund | \$ | 329,571.37 | |
| TOTAL Sewer Construction Fund | \$ | - | Authorized by: |
| Sewer Operating | \$ | 6,535.96 | |
| Capital Reserve | \$ | - | |
| Liquid Fuels | \$ | - | |
| TOTAL ESSA TRANSFER | \$ | 336,107.33 | Transferred by: |

| | |
|--------------------|-----------------------|
| ESSA | Authorized by: _____ |
| TOTAL General Fund | 205.46 |
| \$ | |
| | Transferred by: _____ |

October 1, 2018

Pennsylvania Department of Transportation
Bureau of Maintenance and Operations, Green Light-Go Program
400 North Street, 6th Floor
Harrisburg, PA 17120

**SUBJECT: PENNSYLVANIA'S 2017 GREEN LIGHT GO PROGRAM
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1830022**

To whom it may concern:

Pocono Township formally accepts the Green Light-Go grant award in the amount of \$359,658. The total project cost is estimated to be \$449,572.50 and Pocono Township will provide 20%, or \$89,914.50 from its general fund.

Very Truly Yours,

Donna M. Asure
Pocono Township Manager

CREATIVEWORKS

Service Description- Website Project Development

THIS SERVICE DESCRIPTION is made as of _____, between CreativeWorks ("Developer") and Pocono Township. ("Client"), pursuant to the Primary Service Agreement that CreativeWorks and Client executed as of _____, and of which this Service Description forms an integral part.

1. SERVICES:

Client hereby engages CreativeWorks to develop specific web based software functionality, referenced as the "www.poconopa.gov Website". The specific functionality will be developed according to the Specifications attached to the Service Description as the Document entitled: "Pocono Township New WP site Proposal" dated 8.13.2018.

2. PROJECT FEES AND PAYMENT TERMS:

Client agrees and CreativeWorks will develop and deliver the services described in the Service Description and according to the Specifications attached as the Document entitled: "Pocono Township New WP site Proposal" dated 8.13.2018 herein for the sum of **\$11,760.** (eleven thousand seven hundred and sixty dollars).

CreativeWorks will commence development and take steps towards delivery of the Services upon execution of this agreement. Client agrees to provide CreativeWorks with an initial deposit of **\$ 5,880.**

An additional **\$2,940** will be paid by Client to Developer on completion of "The Web Development/coding stage" following a review by Client of the then current completed work.

An additional **\$2,940** will be paid by Client to Developer upon completion of "Deployment Stage" following a review by Client of the then current completed work.

4. INITIAL SPECIFICATIONS:

| Section | Task | Comment | Hrs |
|-------------------------|---|---------|-----|
| Project Management | Agile methodology / scrum | | 40 |
| Analysis and Design | To Plan and discover the correct set of actions | | 8 |
| Wordpress Configuration | Install WP Platform and repository setup | | 4 |
| | Install Video Player | | 3 |
| | Install Calendar Plugin | | 5 |
| | Install News Board Plugin | | 5 |

| | | | |
|--------------------------|---|---|----|
| Graphic Design | Base Layout: Navigation Bar, Header Footer (Including contact us form) | Adapt art to existing template | 16 |
| | Layout #1: Main Page with news, events, hot buttons, Newsletter Form | | 8 |
| | Layout #2: Board Members/Meetings/Agenda/Minutes Page Layout | | 8 |
| | Layout #3: Police Content Page Layout | | 8 |
| | Layout #4: Parks and Rec. Content Page Layout | | 8 |
| | Layout #5: General content page layout template | | 8 |
| HTML Coding | Coding of all designed pages, adding ACF for easy to use content management / newsletter | | 40 |
| | Layout #2 Custom Coding Board Members/ Meetings/Agenda/Minutes | | 10 |
| | Layout # 3 Custom Coding Police Content Page | | 10 |
| | Layout #4: Parks and Rec. Content Page Layout | | 10 |
| Site Map Restructuration | Sales manager will work with admins to define new site map structure | With the new structure, pages and assets (documents) can be created under their corresponding section. | 18 |
| File Migration | Moving files to a centralized folder and subfolder according to category | Bulk Migration for this we need access to the current backend admin to get all the asset's urls. | 28 |
| Content Population | Transfer all existing content (text+images) to new location. | Some edits could be required to refine look and feel | 25 |
| Custom WP widgets | Dynamic catalog plugin manageable from Admin and Visible on a given page on FrontEnd, to hold a list of records with agreed fields and files. | These widgets are created from scratch to cover specific functionality required. Catalog can be used on any other page | 8 |
| | Police Page: "Most Wanted" Layout using Dynamic catalog plugin | | 9 |
| | Contact Form for each service staff member | See examples in current sites: Urls are pointing to usernames and when clicking under these links, the browser gets redirected to a contact form to this specific user. | 12 |

| | | | |
|----------------------|---|--|------------|
| | | There will be multiple user profiles, each owning a piece of content. Multi page access enablement is required. Identified roles: Super Admin (SiteOwner). Police Roles, Park Roles/ These roles will modify specific content. | |
| Custom Configuration | Multiple User Level / Restrictions / Access. User Management | | 24 |
| QA | Cross Browser visual verification and regression for custom functionality | | 23 |
| Rollout | SSL Implementation | | 4 |
| | Deployment on host | | 2 |
| | Grand Total | | 336 |

IN WITNESS WHEREOF, the parties hereby cause this Agreement to be executed by their duly authorized representatives.

CreativeWorks Systems, Inc.
("CreativeWorks")

Pocono Township
("Client")

By:

By:.....

Name: Konrad Nierwinski

Name: _____

Title: VP Sales

Title: _____

Date:

Date: _____

| | | | | |
|--|------|--|--|-----------------|
| eBid eXchange Export | | | | |
| Solicitation: Pocono Twp. | | Monroe County Learn Road Inlet and Pipe Cleaning Project | | |
| Generated 9/27/2018 1:33:52 PM Eastern | | | | |
| Number | | Type | Description | Unit Of Measure |
| 1 | BASE | | Base Bid For All Work Outlined in Contract Documents | LS |
| 2 | ADD | | Daily Rate For Cleaning Services | EA |
| | | | Environmental Service Corp. | 28,885.00 |
| | | | Mobile Dredging Video Pipe, Inc. | 71,300.00 |
| | | | | 1,800.00 |
| | | | | 5,000.00 |

SEP 27 '18 PM 3:32



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306
Mailing:
P.O. Box 699
Bartonsville, PA 18321

559 Main Street, Suite 230
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

September 27, 2018

Pocono Township Board of Commissioners
112 Township Drive
P.O. Box 197
Tannersville, PA 18372

**SUBJECT: DRAFT NPDES PERMIT – MS-4
POCONO TOWNSHIP, MONROE COUNTY, PENNSYLVANIA
PROJECT NO. 1830022**

Dear Commissioners:

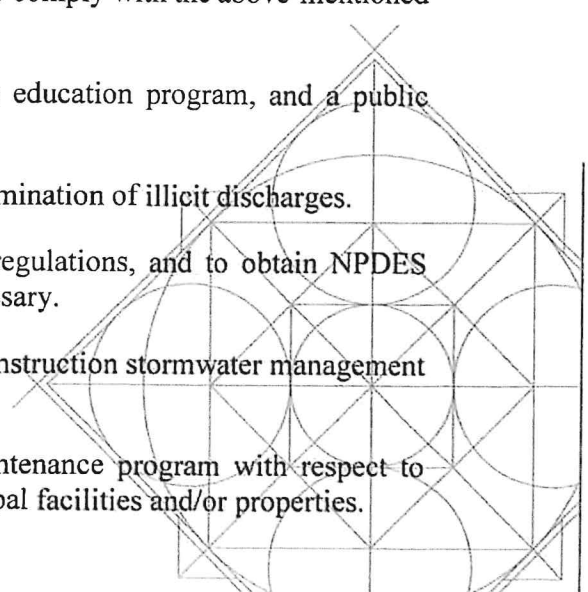
We have reviewed the Draft NPDES Permit for the Township's Municipal Storm Sewer System, or MS-4. The Draft NPDES Permit allows for the Township to review and comment over a 30 day period from the date of notification in the Pennsylvania Bulletin. The Township should note that notification in the Bulletin has not yet occurred, however the Township will be notified upon such posting. The Township is required to provide notice at the Municipal Building of the Bulletin notification.

Aside from any comment the Township may have, no additional action is required at this time.

Pocono Township was identified as having urbanized areas requiring submission of an Individual NPDES Permit for its MS-4 discharging to Brodhead Creek, Pocono Creek, and their tributaries.

The Draft NPDES Permit discusses the Minimum Control Measures, Pollutant Control Measures for Waters Impaired by Pathogens (Pocono Creek), and Pollutant Reduction Plan Requirements for Discharges to Waters Impaired for Nutrients and/or Sediments (Brodhead Creek). By executing the future NPDES Permit the Township will agree to comply with the above-mentioned items which include the following:

1. Developing, implementing, and maintaining a public education program, and a public involvement and participation program.
2. Developing a written program for the detection and elimination of illicit discharges.
3. Requiring developers to adhere to the Chapter 102 regulations, and to obtain NPDES permit coverage for construction activities where necessary.
4. Enacting and enforcing a program that requires post construction stormwater management for new developments and redevelopments.
5. Developing and implementing an operation and maintenance program with respect to pollution prevention and good housekeeping at municipal facilities and/or properties.



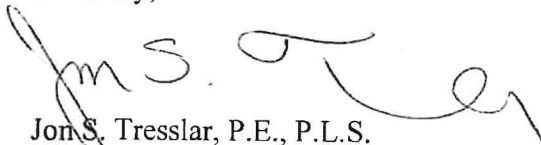
6. Proceeding with the prepared and submitted Pollutant Reduction Plan related to the Brodhead Creek. The Township shall take note that the permit will require a map identifying the final location of best management practices within 6-months of permit issuance. The area of potential best management practices is located on private property and obtaining permission to utilize this area of property may take longer than 6-months. It has been our experience that if the Township shows a good faith effort the Pennsylvania Department of Environmental Protection will stand by its approach regardless of time. There are no penalties identified in the Draft NPDES Permit.
7. Mapping and inventory of all suspected and known sources of bacteria in stormwater within the Pocono Creek storm sewershed, investigating the sources, and enforcing the prohibition of illicit and illegal connections that contribute to the bacteria in the stormwater.
8. Completing and submitting annual reports. The first annual report will be due September 30, 2019 for the period beginning from permit issuance to June 30, 2019 and will require a \$500.00 fee.

To reiterate, the first step will be to perform an analysis of the area of proposed best management practices located on Township owned property. This should be conducted in the near future in order to demonstrate to the Pennsylvania Department of Environmental Protection that this area is best-suited for the proposed best management practices. It should be noted that the property is part of the Tannersville Cranberry Bog Preserve and the Township should begin coordinating for our access to the property.

The above items must be completed at different intervals over the 5-year permit period. These items will be identified and scheduled accordingly. A copy of such schedule will be provided to the Township upon completion.

If you should have any questions, please call me.

Sincerely,



Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/mep/cg

cc: Donna Asure – Township Manager
Pam Tripus – Township Secretary
Leo DeVito, Esquire – Township Solicitor
Lisa Pereira, Broughal & DeVito, LLP

**RESOLUTION NO. 2018 –
TOWNSHIP OF POCONO
MONROE COUNTY, PENNSYLVANIA**

WHEREAS, Pocono Township has been awarded a Green Light-Go grant in the amount of \$359,658.00.

WHEREAS, the Township Manager is hereby authorized to execute the Green Light-Go grant agreement, and any and all associated documents.

ADOPTED by the Board of Commissioners of Pocono Township this 1st day of October 2018.

**BOARD OF COMMISSIONERS OF
POCONO TOWNSHIP**

Pamela Tripus
Township Secretary

Gerald J. Lastowski
President

(TOWNSHIP SEAL)