



POCONO TOWNSHIP COMMISSIONERS

AGENDA

September 3, 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements –

Executive Session – held – August 29, 2019 – negotiations and personnel

Hearings –

Ordinance 2019-05 – Motion to adopt Ordinance 2019-05 amending Chapter 145, Construction Codes, Uniform; Article 1, Building Construction; Section 145-7 Fees of the Code of Codified Ordinances to provide fees for enforcement and administration of the Construction Code of the Township of Pocono (action item*)

Presentations –

Update on grant applications – Jason Fitzgerald – JDM Consulting

Resolutions

OLD BUSINESS

1. Motion to approve the minutes of the August 5, 2019 regular meeting of the Board of Commissioners (action item*)
2. Motion to approve the minutes of the August 15, 2019 special and regular meeting of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Acknowledge the completion of the one-year probationary period for Raymond Kuehner effective August 20, 2019.
- b. Motion to approve the internship of Reecha Patel beginning Wednesday, September 4, 2019 through December 31, 2019 for up to ten hours per week at a rate of \$12.00 per hour (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through August 29, 2019 in the amount of \$ 6,109.09 (action item*)
- b. Ratify gross payroll for pay period ending August 11, 2019 in the amount of \$ 104,283.76 and pay period ending August 25, 2019 in the amount of \$ 105,925.97 (action item*)
- c. Motion to approve vouchers payable received through August 29, 2019 in the amount of \$ 6,791.38 (action item*)
- d. Motion to approve capital expenditures received through August 29, 2019 in the amount of \$ 11,987.47 (action item*)
- e. Motion to award the bid received from Crowder Jr. Company in the amount of \$13,468.00 for emergency generator and Automatic Transfer Switch integration (action item*)
- f. Discussion on bids received and possible motion to accept a bid for fall clean-up on September 27th and 28th (possible action item*)

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

Gerald Lastowski

- a. Meeting with Congressman Cartwright
- b. Update – 715/611 realignment
- c. Motion to authorize the zoning officer to conduct an inspection at 1923 Route 611 for possible dangerous structure violations (action item*)

Commissioners Comments

Richard Wielebinski – Vice President

- a. Hometown Heroes Program (action item*)

Keith Meeker – Commissioner

Chad Kilby – Commissioner

- a. Update - intersection lighting
- b. PennDot assistance with traffic control through Tannersville
- c. TLC Park fencing
- d. Discussion on closure of Fish Hill Road to Fish Hill Road (*possible action item)

Jerrold Belvin – Commissioner

- a. Motion to authorize the zoning officer to conduct an inspection at 2477 Clubhouse Drive and 452 Cherry Lane Road for possible dangerous structure violations (action item*)
- b. Motion to authorize the zoning officer to proceed with Notice of Violation for dangerous structures at 164 JoJo Road (action item*)

Reports**1. Public Works Report**

- a. Update - road crew projects
- b. Update – Park operations
- c. Update – Lighting from Heritage Center to basketball court
- d. Update – Road projects – line stripping
- e. Update – Woodlands road report
- f. Update - Mowing shoulders
- g. Update – Report of amount of pipes township has installed
- h. Update – Culvert on township property

2. Administration – Manager's Report

- a. Update – Regional Comprehensive Plan-setting up interviews with consultants
- b. Update - Traffic Task Force
- c. Update - Business Association
- d. Update – Green Light Go – 2015
- e. Update – Green Light Go – 2017
- f. Correspondence –
 - Extension received from Tannersville Point through November 30, 2019
 - Extension received from BCRA Pump and Tank Station through October 21, 2019
 - Extension received from Running Lane Hotel Land Development and Minor Subdivision Plan through December 31, 2019

3. Township Engineer Report

- a. Update - White Oak Culvert replacement project
- b. Update - Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
- c. Update - TLC Bridge Grant
- d. TLC Dam
- e. Update - Culvert cleaning maintenance
- f. Update - Master sidewalk plan – multi-modal grant
- g. Update – Erosion and Sedimentation ordinance – Motion to authorize the solicitor to advertise for a public hearing to consider the Erosion and Sedimentation Ordinance (action item*)
- h. Update – Well at MVP
- i. Update – MS4
- j. Update – generator

4. Township Solicitor Report

- a. Update - Exxon Monitoring wells
- b. Update - easements for White Oak culvert and emergency access
- c. Update – easements – Breezewood Drive

- d. Update – court hearing – 8-28-19 Civil suit filed by Feeling Good, LLC, Another One bites the Dust, LLC, and Tatiana Marchenko
- e. Motion to authorize solicitor to advertise for a public hearing concerning a Transient Dwelling Ordinance (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

ORDINANCE NO. 2019-05

AN ORDINANCE OF THE TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA AMENDING CHAPTER 145, CONSTRUCTION CODES, UNIFORM; ARTICLE I, BUILDING CONSTRUCTION; SECTION 145-7 FEES OF THE CODE OF CODIFIED ORDINANCES TO PROVIDE FEES FOR ENFORCEMENT AND ADMINISTRATION OF THE CONSTRUCTION CODE OF THE TOWNSHIP OF POCONO

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania have enacted, by Ordinance, certain regulations dealing, in part, with building construction, which Ordinance has been amended from time to time; and

WHEREAS, the Board of Commissioners of the Township of Pocono, Monroe County, Pennsylvania has determined that it would be in the best interest of the Township of Pocono to amend its Ordinance to include penalties for construction code violations.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED AND ENACTED BY THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF POCONO, COUNTY OF MONROE, COMMONWEALTH OF PENNSYLVANIA AS FOLLOWS:

CHAPTER 145, CONSTRUCTION CODES, UNIFORM; ARTICLE I, BUILDING CONSTRUCTION. Section 145-7 Fees; of the Code of Codified Ordinances of the Township of Pocono be amended to read as follows:

“Fees and Penalties assessed by Pocono Township for the administration and enforcement undertaken pursuant to this article and the code shall be established by the Board by resolution from time to time.

- A. Any person, partnership, corporation or other entity who or which violates or permits a violation of the provisions of this chapter shall, upon conviction in a summary proceeding, pay a fine of not exceeding \$1000.00 per violation, plus all court costs and reasonable attorneys' fees incurred by Pocono Township in the enforcement proceedings, and/or be imprisoned to the extent allowed by law for the punishment of summary offenses. Each day or portion thereof that a violation exists or continues shall constitute a separate violation. Each section of this chapter that is violated shall also constitute a separate violation. Further, the appropriate officers or agents of Pocono Township are hereby authorized to seek equitable relief, including injunction, to enforce compliance with this chapter. All fines, penalties, costs and reasonable attorney's fees collected for the violation of this chapter shall be paid to Pocono Township for its general use.*
- B. In addition to the fines, judgments, and/or imprisonment remedies of Subsection A, the Board reserves the right to pursue independent and cumulative remedies at law or*

equity including a demand for reimbursement of all court costs and reasonable attorney fees."

SECTION 2. SEVERABILITY. The provisions of this Ordinance are severable, and if a court of competent jurisdiction declares any provision of this Ordinance to be invalid or ineffective in whole or in part, the effect of such decision shall be limited to those provisions which are expressly stated in the decision to be invalid or ineffective, and all other provisions of this Ordinance shall continue to be separately and fully effective.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances or Resolutions conflicting with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective five (5) days after adoption.

ORDAINED AND ENACTED this 3rd day of September 2019, at a regular public meeting after public hearing thereon.

ATTEST:

BOARD OF COMMISSIONERS
OF THE TOWNSHIP OF POCONO

By: _____
Donna M. Asure
Assist. Township Sec't.

By: _____
Gerald J. Lastowski, President

**REGULAR MEETING
MINUTES
August 5, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, 08/5/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:10 p.m., followed by the Pledge of Allegiance.

President Lastowski asked for a moment of silence to remember Commissioner Harold Werkheiser. He then asked for a moment of silence for the victims and families of the two recent shootings in El Paso and Dayton.

ROLL CALL: Gerald Lastowski, present; Rich Wielebinski, present, Jerrod Belvin, present, Chad Kilby, present.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

PUBLIC COMMENT:

Ellen Gndt, Twp. Resident, asked what other funds the township was looking at instead of or to supplement the Amusement Tax. Commissioner Lastowski explained that the township was hopeful that Senator Scavella would be successful in providing new revenue sources for the township.

Ellen Gndt, Twp. Resident asked what the solution was going to be concerning the Alger Avenue complaint that was recommended by the conservation district. Bob Sargent reported that a retention basin was recommended by the MCCD to retain the silt from township property but that no time frame has been given for its completion by the MCCD.

Ms. Gndt also asked what the match requirement was for the Tannersville Safety Enhancement Plan. D. Asure stated that the board had requested that no township money be spent on this project, so a waiver of match money was being submitted with the grant, which according to the grant writer is permissible.

Virginia Trubiano, Twp. Resident, distributed to the board a packet of information concerning issues with the neighboring property which is a business including the Paintball Asylum. She explained there are many areas of concern that she is hoping the township can help resolve. The Commissioners advised her to schedule a meeting with the township manager and she will report back to the board.

Carl Trubiano, Twp. Resident, explained to the board other concerns with the property such as huge trees in Pocono Creek.

ANNOUNCEMENTS:

J. Lastowski announced that the following –

- An executive session was held, Wednesday, July 31, 2019 for police contract negotiations
- Please go to the township website and complete the survey to assist with the update to the regional comprehensive plan
- Residents are encouraged to go to the township website and sign up for Constant Contact to receive the township newsletter and other information
- An executive session was held Monday, August 5, 2019 for litigation concerning the Gndt lawsuit and the recently filed suit concerning short-term rentals by Slice of Life and Marchenko.

HEARINGS:

The hearing was opened to consider Ordinance 2019-04, which amends Chapter 356, Solid Waste; Article III. There was no public comment.

J. Lastowski made a motion, seconded by C. Kilby, to close the hearing for Ordinance 2019-04. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2019-04 amending Chapter 356, Solid Waste, Article III providing changes to the collection times of certain establishments in the Township of Pocono. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

PRESENTATIONS: none

RESOLUTIONS:Resolution 2019-15 -

C. Kilby made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-15 authorizing the application of a Multimodal Transportation Grant in the amount of \$750,000.00 from the Commonwealth Financing Authority to be used to complete the PA SR 611 Turning lane Project. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Resolution 2019-16 -

C. Kilby made a motion, seconded by R. Wielebinski, to adopt Resolution 2019-16 authorizing the application of a Multimodal Transportation Grant in the amount of \$1,284,824.16 from the Commonwealth Financing Authority to be used to complete the PA SR 611 Tannersville Safety Enhancement Plan. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

MINUTES:

J. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of the 07/15/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

NEW BUSINESS:

Personnel - none

Financial Transactions –Ratify vouchers payable

J. Lastowski a motion, seconded by C. Kilby, to ratify vouchers payable for a period ending 08/1/2019 in the amount of \$ 73,992.77. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for the pay period ending 07/14/2019 in the amount of \$99,588.23 and pay period ending July 28, 2019 in the amount of \$98,064.64. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 08/1/2019 in the mount of \$ 121,141.22. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Capital Expenditures

J. Lastowski made a motion, seconded by R. Wielebinski, to approve capital expenditures received through 08/1/2019 in the amount of \$ 803,469.70. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Liquid Fuels

J. Lastowski made a motion, seconded by C. Kilby, to approve the liquid fuels expenditures received through 08/1/2019 in the amount of \$489,000.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

TLC Bridge

J. Tresslar, Twp. Engineer, reported that three bids had been received for the TLC Bridge project. The bids came in higher than anticipated especially in two categories, erosion and sedimentation controls and removal and replacement of the bridge deck. This may be due to working over the stream. The bids are –

- MarAllen Concrete Products, Inc. - \$137,270.00
- Minichi - \$171,000.00

- Bi - State Construction - \$175,415.00

The township has received a grant in the amount of \$100,000.00. There is a 15% match required. The township has \$25,000 budgeted towards that match and any additional engineering. The Township Manager was asked to make sure there is money in the budget to cover the overage and place this topic on the next Board of Commissioners meeting.

\$1M CD

J. Lastowski made a motion, seconded by J. Belvin, to roll over the \$1M CD currently at ESSA for another six months at the same interest rate of 1.99%/2.00% APY. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Purchase of 2020 Peterbilt 348

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the President of the Board of Commissioners to execute the purchase document for the 2020 Peterbilt 10-ton dump truck, chassis only, in the amount of \$97,197.00 and to authorize the President of the Board and the Assistant Township Secretary to execute all documents associated with the purchase and financing of the vehicle. 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 C. Kilby, to approve the travel of Dean Hartshorn to attend the continuing education for pesticide license on September 3 and 4, 2019 sponsored by Focus On Training at the Best Western Scranton Airport, 30 Concord Drive, Pittston, PA 18641 at a cost of \$255.00 plus mileage and expenses. Discussion followed with B. Sargent as to whether any spraying has been done this year. Roll Call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:

Gerald Lastowski, President

Procedure for filling vacancy on Board of Commissioners – Discussion took place on the procedure to fill the vacancy on the Board of Commissioners. L. DeVito, Twp. Solicitor, explained per the code, the board has thirty (30) days to fill the vacancy. If they chose to conduct interviews, these interviews must be done in public. If the board is unable to decide on someone to fill the vacancy by the end of the thirty days, the vacancy board, currently Tom Felver, will be brought in and the vacancy board has an additional fifteen (15) days to make a decision. If no decision is made by that time the courts would then be involved.

J. Lastowski made a motion, seconded by C. Kilby, to have the following procedure followed to fill the vacant position on the Board of Commissioners – the township manager will post on the website and face book that the board is accepting letters of interest for the position of Commissioners. The letters of interest can be emailed, mailed or brought to the township to the attention of the manager. All letters of interest are due no later than close of business on Monday, August 12, 2019. The manager will advertise for a special meeting to be held on Thursday, August 15, 2019 at 6:30pm for the purpose of conducting interviews and any other business that may come before the board. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski informed the board a letter has been received from Camelback granting an extension of decision by the Board of Commissioners until December 31, 2019. It is on the agenda under administration report just to have it documented in the minutes. No action is required.

J. Lastowski asked the solicitor how much taxpayer money was spent on the Gndt lawsuit. L. DeVito reported it was \$2500.00. The solicitor was then asked if the township could recoup this money. L. DeVito stated that the were successful in the litigation, the decision from the courts was based on the fact that the person bringing the claim did not have a good faith basis to bring the claim but the township was never able to argue the merits of the case due to the decision that the person did not have standing. The Board asked the solicitor what the options were to possibly recoup this money. L. DeVito stated that he could reach out thru counsel to request the reimbursement of money to the township. If that does not work the township could decide to determine if additional litigation was justified to be reimbursed.

R. Wielebinski made a motion, seconded by J. Lastowski, to have the solicitor send a letter for reimbursement to Attorney Anders for costs associated with the lawsuit filed by Ellen Gndt. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

COMMISSIONERS COMMENTS

Rich Wielebinski - Vice President - None

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby reported that three lights will need to wait to be completed until the PennDot project along Route 611 is done.

Jerrod Belvin – Commissioner - none

REPORTS:**Public Works**

Road Crew Projects - R. Sargent reported shoulder work is being completed throughout the township

Park Operations - R. Sargent reported all is good at the park.

Lighting from Heritage Center to Basketball Courts – R. Sargent reported he is having issues finding wires and will use the township's locator company to assist with this.

Retention Basin - R. Sargent discussed Alger Avenue issue. MCCD is recommending an approximately 10 X 10 retention area to hold back the silt that is draining onto neighboring property. The Board asked when this project would be completed. R. Sargent reported it will be done within the next couple weeks.

Driveway Pipe Agreement - Solicitor DeVito has prepared an agreement to be used for the township to install drive way pipe on township resident's property. The following procedure will be used - B. Sargent, Road Supervisor will speak to the homeowner where he believes a driveway pipe installation or upgrade will benefit the township. He will find out if the property owner is willing to buy the pipe, at township cost, have the road crew install the pipe and be willing to sign the agreement prepared by counsel. If the resident is willing, B. Sargent will bring that project, including cost, man hours, etc, to the next board meeting for approval by the board and signature by a commissioner on the document.

Mowing Shoulders - The Board spoke to B. Sargent about complaints received concerning the conditions of the grass on the shoulders of township roads. B. Sargent explained that he plans to schedule crew to complete that task when shoulders are complete.

The Board asked how many pipes have been installed throughout the township. B. Sargent stated he would report on that at the next meeting.

Archer Lane – The MCCD was to conduct a reinspection today. Discussion followed concerning the need to review and move forward the draft Erosion and Sedimentation Ordinance currently being reviewed by the Planning Commission.

Administration - Manager's Report

Regional Comprehensive Plan – The survey is out for people to complete to assist in providing direction for the updated plan. It is on the website and the township face book page.

Traffic Task Force - Meeting in September

Pocono Business Association – Discussion occurred on the next steps. The township manager was asked to send an email, requesting some future dates and to make all aware the Board would like the association to elect a board and a chairman.

Green Light Go 2015 – No update has been received from PennDot.

Green Light Go 2017 – Technical specifications are still being developed.

Savvy Citizen – The app is up and running. We currently have about 120 people signed up.

Constant Contact – The first newsletter was sent out on August 1st using Constant Contact. We have about 70 people signed up to receive the emails from the township. The report stated that 70% of those using constant contact have opened the newsletter.

Staff Training – The Board was informed that most staff have now been trained in Defensive Driving, Blood Borne Pathogens and Active Shooter. We are working with the trainer to find another date to get the final group of police trained. All road crew, park and administrative staff, except for the manager, has received training in CPR/AED and First Aid. The police department will be renewing their certificates this week and the manager will be training with them.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project - no report – waiting on grant

Right Hand Turn Lanes - Resolution passed earlier tonight for submittal with grant.

TLC Bridge- Discussed earlier.

TLC Dam - Measurements were taken and a cost estimate is being prepared for the grant writer. It appears this project may cost approximately \$365,000.00 including permitting, engineering and design. Discussion followed on the cost of this replacement.

Culvert Cleaning Maintenance - No report

Master Sidewalk Plan - Everything has been submitted to grant writer on behalf of the township

Erosion and Sedimentation Ordinance – Very important to move this forward with the planning commission

Well at Mountain View Park -

He well produced 4 gallons per minute. The pump test will be performed on Tuesday, August 6, 2019 with samples being sent to the lab.

MS4 - no update

Generator – Phone bids are going out this week.

Bridge Inspections – Looked at bridges on Scotrun Avenue South and Learn Road. Bridges appear to be safe but should be listed as part of the Capital Improvement Plan

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - no report

White Oak Culvert easements - Documents have been recorded. Next step is to work with engineer to make the connection.

Breezewood Drive Easements – discussion with property owner

Health & Safety Ordinance – The Board can be expecting a draft this week.

Expansion of Water Line on Route 715 – The Board discussed this at their last meeting and were willing to consider this as part of the entire package of the sale of PJJWA

PJJWA - L. DeVito, Twp. Solicitor reported that a target date has been set for the end of the year to complete the sale of PJJWA to BCRA. A meeting was held with the solicitors to discuss the bulk agreement. A discussion was had concerning the possibility of grants to assist with the items that need to be repaired or upgraded within the system such as metes, a well pit for the trailer park, and leak detection and repairs. PJJWA is using funds to repair issues and prepare for this sale which is depleting the bank account. The Board should be aware that there is work that must be done and it has been insinuated that everyone, PJJWA, BCRA, Pocono Township and Jackson Township have to pay something.

Camelback Tornado Ride - J. Belvin made a motion, seconded by R. Wielebinski, to authorize the release of the Letter of Credit for the Camelback Tornado Ride in the amount of \$144, 143.90. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Recouping of Attorney Fees – Discussed earlier.

PUBLIC COMMENT:

Annabella Lastowski, Twp. Resident discussed the original dam and sidewalk as pictured on the wall and asked the board to consider doing away with the dam.

Ellen Gndt, Twp. Resident, commented on the board decision to have the solicitor send a letter to her attorney concerning recouping attorney fees, the unconstitutionality of the ordinance and the waste of money expended by the township on this lawsuit.

ADJOURNMENT:

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

**REGULAR MEETING
MINUTES
August 15, 2019 7:00 P.M.**

The special and regular meeting of the Pocono Township Commissioners was held on Thursday, 08/15/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 6:30 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald Lastowski, present; Rich Wielebinski, present, Jerrod Belvin, present, Chad Kilby, present.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna M. Asure, Township Manager; and Dee Ackerman, Administrative Assistant were present.

PUBLIC COMMENT: none

ANNOUNCEMENTS:

J. Lastowski announced that the following –

- The regular meeting of the Board of Commissioners scheduled for Monday, August 19, 2019 has been cancelled
- Route 314 Detour for the UGI gas line project will begin Monday August 19th from 5pm to 6am for approximately five nights
- An executive session was held Thursday, August 15, 2019 for concerning personnel

PRESENTATIONS: Interviews for vacancy on Board of Commissioners.

The Board interviewed Christina Grape-Garvey and Keith Meeker for the vacant position on the Board of Commissioners. After discussion the board stated both candidates were qualified to fill the position and would bring valuable knowledge to the board.

J. Belvin made a motion, seconded by Rich Wielebinski, to appoint Keith Meeker as Pocono Township Commissioner with a term to expire January 6, 2020. The Board encouraged Ms. Grape-Garvey to apply for vacancies on other boards within the township. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

HEARINGS: none

RESOLUTIONS: none

MINUTES:

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 08/5/2019 regular meeting of the Board of Commissioners. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, no; J. Belvin, no. Motion failed. The August 5, 2019 minutes will be placed on the September 3, 2019 agenda.

NEW BUSINESS:

Personnel -

J. Lastowski made a motion, seconded by C. Kilby, to approve the continued internship of Julian Valentini for up to twenty-five (25) hours per week beginning August 26, 2019 at a rate of \$12.00 per hour. Discussion followed on the impressive job that Mr. Valentini has been doing for the township. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to approve the FMLA leave request of Ryan Huey to begin August 21, 2019 for approximately twelve (12) weeks. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; 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 08/12/2019 in the amount of \$ 602.56. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Ratify gross payroll -

J. Lastowski made a motion, seconded by C. Kilby, to approve the 2019 allocation to the Pocono Township Volunteer Fire Company in the amount of \$218,000.00. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through 08/12/2019 in the amount of \$ 227,233.28. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

TLC Bridge

J. Tresslar, Twp. Engineer, discussed the three bids that had been received for the TLC Bridge project. The Board asked if the money had been found in the budget. D. Asure reported that the road paving project had come in less than budgeted so there would be capital money in that line to reappropriate to this project.

J. Lastowski made a motion, seconded by C. Kilby, to accept the quote from MarAllen Concrete Products, Inc for the TLC Bridge repair project in the amount of \$137,270.00 contingent upon receiving all necessary paperwork and reviews by the township engineer and solicitor and authorizing the President of the Board of Commissioners to execute all documents. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried

REPORT OF THE PRESIDENT:

Gerald Lastowski, President

J. Lastowski stated that he had been contacted by a local businessman asking if the road between Resort Beverage and Odd Lot, leading from Route 611 to Learn Road, was a township road. Discussion followed that this is not a township road and several months ago it had been decided that the township will no longer continue to fill in the holes.

COMMISSIONERS COMMENTSRich Wielebinski - Vice President -

Commissioner Wielebinski corrected the misconception that the Board no longer allowed public comment. He stated that public comment is allowed at the beginning and the end of the meeting and if a subject is not on the draft agenda public comment is taken before a decision is made

Chad Kilby - Commissioner

Intersection Lighting Update - Commissioner Kilby reported that light project is almost done. The next phase will need to be discussed.

Jerrold Belvin – Commissioner –

Commissioner Belvin stated that he had requested a transcript of the public comment section of the August 5, 2019 meeting. That had just been provided and he will review and have comments for the next meeting.

REPORTS:

Police – Chief Werkheiser was unable to attend the meeting but provided information for the board. A total of 1127 incidents were investigated during the month of July 2019.

EMS – St. Luke's was unable to attend but provided an updated report for the Board.

PTVFC – no report

Recreation Committee – D. Asure reported that the final Thursday on the Green, Wonder Park would be held on Thursday, August 22nd and the final Kettle Creek Education Series event, Bugs, would be held on Saturday, August 24th at MVP.

Public Works

Road Crew Projects - R. Sargent reported the road crew is keeping busy and getting work done.

Park Operations - R. Sargent reported all is good at the park.

Lighting from Heritage Center to Basketball Courts – R. Sargent reported he has contacted the township locator company and is waiting for a date for them to come to the park to mark the electric lines.

Retention Basin - R. Sargent reported that he will work on the retention basin on the property that flows to Alger Avenue as soon as the paving projects are complete. He has no timeline.

Pipe Replacement Report – R. Sargent reported this report has not yet been completed.

Fall Clean-up – Discussion was held on the dates of a fall clean-up.

C. Kilby made a motion, seconded by R. Wielebinski, to hold fall clean up on September 27 and 28, 2019 and to bid the clean-up for consideration and possible award at the September 3, 2019 meeting. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Line Stripping - R. Sargent reported that he has put together a plan to have all roads striped that are not being paved or tar and chipped. If all roads were done the cost would be approximately \$75,000.00. He is going to look at recommending doing line stripping over a three-year period.

Archer Lane – The MCCD has sent updated reports on this violation. J. Tresslar will look at the ponding. It was discussed that the new Erosion and Sedimentation Control Ordinance will allow the township to address these issues. The township manager was asked to remind the planning commission that the Board would like their review of this draft ordinance to be made a priority at their next meeting.

Administration - Manager's Report

Regional Comprehensive Plan – The proposals for consultant are due in today and will be reviewed and interviewed by the committee.

Traffic Task Force - Meeting in September

Pocono Business Association – An email was sent to those who attended that last meeting but as of today no responses.

Green Light Go 2015 – No update has been received from PennDot.

Green Light Go 2017 – No update.

SFM Agreement – The Board was informed that an updated agreement was received from SFM to include services as the township's alternate building codes inspectors. J. Belvin made a motion, seconded by R. Wielebinski, to execute the updated agreement with SFM Consulting as the township's alternate building codes inspector. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Dangerous Structure – D. Asure reported that there was a concern over structures at 164 JoJo Road. R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the zoning officer to conduct an inspection at 164 JoJo Road for possible dangerous structure violations. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert replacement project - no report – waiting on grant

Right Hand Turn Lanes - Information provided to grant writer

TLC Bridge- Discussed earlier.

TLC Dam - no report

Culvert Cleaning Maintenance - No report

Master Sidewalk Plan - Everything has been submitted to grant writer on behalf of the township

Erosion and Sedimentation Ordinance – Very important to move this forward with the planning commission

Well at Mountain View Park - J. Tresslar reported to the board that partial results of the water test have been received. No colloform but there is turbidity (cloudiness) which could be iron and magnesium. We need to wait for the second half of the results to come in before a system can be designed and put out to bid for the piping to the comfort station, the pressure tank and installation. Discussion followed on the need for a certified plumber.

Wielebinski made a motion, seconded by J. Belvin that the road crew, at a minimum dig the trench needed for the piping from the well to the comfort station. No public comment. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

MS4 - no update

Generator – Bids are due August 16, 2019 for review at the September 3, 2019 meeting.

Bridge Inspections – Looked at bridges on Scotrun Avenue South and Learn Road. Bridges appear to be safe but should be listed as part of the Capital Improvement Plan. Information provided to the committee working on the Capital Improvement Plan

TOWNSHIP SOLICITOR REPORT

Exxon Monitoring Wells - no report

White Oak Culvert easements - Documents have been recorded. Next step is to work with engineer to make the connection.

Breezewood Drive Easements – discussion with property owner

Health & Safety Ordinance – The Board can be expecting a draft this week with action item on next agenda

Expansion of Water Line on Route 715 – The Board discussed this at their last meeting and were willing to consider this as part of the entire package of the sale of PJJWA. This was passed on to BCRA.

PJJWA - L. DeVito, Twp. Solicitor gave an update on the possible sale of PJJWA to BCRA. The agreement, reviewed by all solicitors representing PJJWA and Ralph Matergia, was sent to BCRA solicitor for review and comment. BCRA has indicated that they will be looking for contributions from Pocono and Jackson Township to assist in fixing issues with the system. A discussion was had concerning the possibility of grants to assist with the items that need to be repaired or upgraded within the system such as meters, a well pit for the trailer park, and leak detection and repairs. Easements are being reviewed as well as the service area map.

Zoning Hearing Board – There is a ZHB scheduled for August 27, 2019 concerning a sign notice of violation. J. Belvin made a motion, seconded by C. Kilby, to authorize the Township Solicitor to represent the township at the August 27, 2019 Zoning Hearing Board. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

UCC Ordinance – The solicitor reported that the draft ordinance amending the UCC Ordinance to allow for penalties and fines is complete. J. Belvin made a motion, seconded by C. Kilby to authorize the township solicitor

to advertise for a hearing concerning amendments to the Uniform construction Code Ordinance within Pocono Township to provide for enforcement provisions. Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

HJP – L. DeVito reported that he has spoke to Attorney Weitzman, solicitor for Jackson Township concerning HJP park. Jackson Township would like to discuss the possibility of applying for grants jointly for the park. It was reported that the park is being used and Jackson Township has invested some money in the park during 2019. Commissioner Wielebinski discussed the possibility of jointly hiring a Director of Recreation for Pocono and Jackson Township parks, perhaps right out of college with a fair salary and split the costs. A work session with Jackson Township will be arranged to discuss all open issues involving Pocono and Jackson Townships.

Outdoor World – Scotrun RV Park. This should be placed on the September 3, 2019 sewer agenda for discussion and perhaps a decision on their request for paying the discounted rate for their tapping fees.

Recouping of Attorney Fees – Solicitor DeVito that today was the deadline for response back from Ms. Ghandt's attorney and nothing has been received. Discussion followed on the possible next steps. Attorney DeVito told the Board he would prefer this discussion took place in an executive session.

PUBLIC COMMENT: none

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:20pm. Roll call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

POCONO TOWNSHIP
Tuesday, September 3, 2019

SUMMARY

Ratify

General Fund	\$	215,832.43
Sewer Operating	\$	486.39
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	77,966.59
TOTAL Sewer <u>OPERATING</u> Fund	\$	18,694.38
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	130.41
TOTAL Capital Reserve Fund	\$	11,987.47
Liquid Fuels	\$	-

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

Notes:

POCONO TOWNSHIP CHECK LISTING

RATIFY

Tuesday, September 3, 2019

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
Payroll				
08/16/2019			Pay 16 2019 ending 8/11/19	\$ 104,283.76
08/30/2019			pay 17 2019 ending 8/25/19	\$ 105,925.97
			TOTAL PAYROLL	\$210,209.73
General Expenditures				
08/20/2019	58765	DISTRICT COURT 43-3-03	COURT FILING FEE	\$ 134.25
08/26/2019	58766	CARDMEMBER SERVICES	LICENSES, OPERATION SUPPLIES, TRAINING	\$ 2,782.95
08/26/2019	58767	KYOCERA	TWP & POLICE COPIERS	\$ 366.56
08/26/2019	58768	NETWORK FLEET	POLICE COMMUNICATIONS	\$ 325.45
08/26/2019	58769	VERIZON WIRELESS	POLICE CELLPHONES	\$ 612.12
08/26/2019	58770	CARDMEMBER SERVICES	OPERATION SUPPLIES, TRAINING	\$ 854.97
08/26/2019	58771	VERIZON WIRELESS	POLICE IPADS	\$ 85.06
08/26/2019	58772	VERIZON WIRELESS	TWP, PW, & PARK CELLPHONES	\$ 461.34
			TOTAL General Fund Bills	\$ 5,622.70
Sewer Operating Fund				
08/26/2019	1351	BLUE RIDGE	PUMP STATION MODEM SERVICE	\$ 184.77
08/26/2019	1352	METED	ELECTRIC SERVICE PUMP STATION	\$ 143.63
08/26/2019	1353	VERIZON	SEWER MODEMS	\$ 120.03
08/26/2019	1354	VERIZON	SCADA LINE	\$ 37.96
			\$	486.39

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

\$ 215,832.43 Transferred by:

\$ 486.39

\$ -

\$ -

\$ 216,318.82 Authorized by:

POCONO TOWNSHIP CHECK LISTING

Tuesday, September 3, 2019

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
General Fund				
8/28/2019	58773	ADP, LLC	Payroll P/E 8/11/2019 Time/Attendance	\$ 374.56
8/28/2019	58774	AMERICAN UNITED LIFE INSURANCE CO.	GTL & STD insurance	\$ 1,970.10
8/28/2019	58775	Best Auto Service Center	Police vehicle maintenance	\$ 1,123.16
8/28/2019	58776	Beyer-Barber Company	Actuarial services	\$ 5,550.00
8/28/2019	58777	Boucher & James, Inc.	Engineering services	\$ 6,815.03
8/28/2019	58778	Chemung Supply Corporation	8/8/19 Laurel Lake Rd Repair	\$ 2,185.00
8/28/2019	58780	Davidheiser's Inc.	Police equipment maintenance	\$ 133.42
8/28/2019	58781	DES	July 2019 Recycling	\$ 30.00
8/28/2019	58782	Donna Kenderdine Reporting	8/5/19 Appearance-Solid Waste Ordinance	\$ 125.00
8/28/2019	58783	Engle-Hambright & Davies, Inc.	Treasurer's Bond	\$ 7,280.00
8/28/2019	58784	Eureka Stone Quarry, Inc.	Road materials	\$ 6,489.94
8/28/2019	58785	Francis Smith & Sons Inc	PW operation supplies	\$ 229.48
8/28/2019	58786	Gotta Go Potties, Inc	Park portable bathroom rentals	\$ 2,160.00
8/28/2019	58787	Hanson Aggregates Pennsylvania LLC	Road materials	\$ 3,935.70
8/28/2019	58788	Highmark Inc.	HRA fees	\$ 1,465.24
8/28/2019	58789	Howarth, Carl	Coffee Supplies	\$ 51.00
8/28/2019	58790	J & Z Professional Services LLC	August 2019 Cleaning Services	\$ 947.50
8/28/2019	58791	J. P. Mascaro & Sons	August 2019 Mt View Park Waste Removal	\$ 198.64
8/28/2019	58792	Leddy Telecom Services	7/11; 8/1 & 8/16/2019 Phone Services	\$ 140.00
8/28/2019	58793	P & D Emergency Services	Unit 91 Repair	\$ 55.00
8/28/2019	58794	PAPCO, Inc.	PW & Police fuel	\$ 3,778.22
8/28/2019	58795	Pocono 4 Wheel Drive Center	PW operation supplies	\$ 375.00
8/28/2019	58796	Pocono Record	Township advertising	\$ 380.15
8/28/2019	58797	R G B Enterprises	Fee refund	\$ 728.20
8/28/2019	58798	Robert B. Turnbull, Jr.	MVPark Tree Cutting	\$ 900.00
8/28/2019	58799	Royal Security Services, Inc	Annual subscription renewal	\$ 150.00
8/28/2019	58800	RR Donnelley	Police operating supplies	\$ 99.50
8/28/2019	58801	Shinetime Auto Wash & Lube	7/1 to 7/31 Police Car Washes	\$ 38.00
8/28/2019	58802	Staples Credit Plan	Police office supplies	\$ 76.86
8/28/2019	58803	STTC Service Tire Truck Centers, INC.	Mt View Park Gator Tires	\$ 201.58
8/28/2019	58804	Suburban Testing Labs	SDWA Monthly	\$ 100.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
8/28/2019	58805	Swank Motion Picture	Wonder Park 8/22/19	\$ 500.00
8/28/2019	58806	Tulpehocken Mountain Spring Water Inc	14267	\$ 102.79
8/28/2019	58807	UNIFIRST Corporation	PW Uniforms & mats	\$ 227.46
8/28/2019	58808	J. P. Mascaro & Sons	Aug 2019 TWP Waste Removal	\$ 270.45
8/29/2019	58809	Nationwide - 457	ER & EE CONTRIBUTION PAY 16 & 17 2019	\$ 7,377.22
8/29/2019	58810	AFLAC	SUPPLEMENTAL INSURANCE	\$ 488.42
8/29/2019	58811	MetLife - Non Uni. Pen. Plan	Non Union pension	\$ 7,897.63
8/29/2019	58812	US BANK - Lockbox CM9722	Police pension	\$ 10,163.99
8/29/2019	58813	Beth Werkheiser	Pav #3 10/5/19 Park Reimbursement	\$ 50.00
8/29/2019	58814	Cefali and Associates PC	July Consulting Services	\$ 525.00
8/29/2019	58815	Cyphers Truck Parts	PW truck parts	\$ 191.05
8/29/2019	58816	Gotta Go Potties, Inc	Mt View Park pottie rentals	\$ 1,270.00
8/29/2019	58817	Medico Industries, Inc.	PW operation supplies	\$ 45.63
8/29/2019	58818	Street Cop Training	Police training	\$ 375.00
8/29/2019	58819	STTC Service Tire Truck Centers, INC.	PW heavy equipment repairs	\$ 293.00
8/29/2019	58844	D.G. Nicholas Co.	PW operation supplies	\$ 102.67
Sewer Operating Fund				\$ 77,966.59
8/29/2019	1355	Boucher & James, Inc.	General sewer engineering	\$ 4,153.47
8/29/2019	1356	Cramer, Swetz, McManus & Jordan	Sewer legal services	\$ 150.00
8/29/2019	1357	EEMA O&M Services Group, Inc.	Contracted services August 2019	\$ 5,870.38
8/29/2019	1358	J P Mascaro & Sons	111400	\$ 99.25
8/29/2019	1359	Papillon & Moyer Excavating & Paving	Video camera work on sewer line	\$ 465.00
8/29/2019	1360	Pocono Management Associates LLC	CONTRACTED SERVICES 8/5 -8/25 2019	\$ 5,596.86
8/29/2019	1361	Pocono Township	Sewer admin & road crew services	\$ 1,795.42
8/29/2019	1362	SUBURBAN TESTING LABS	MONTHLY NPDES ANALYSIS	\$ 480.00
8/29/2019	1363	Wayne Bank	UCC continuation fees for loans	\$ 84.00
Sewer Construction Fund				\$ 18,694.38
8/29/2019	651	BOUCHER & JAMES	VALVE 2 REPAIR PROJECT ENGINEERING SERVICES	\$ 130.41
TOTAL Sewer Construction Fund				\$ 130.41

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Capital Reserve Fund				
8/29/2019	1078	BOUCHER & JAMES	CAPITAL PROJECTS ENGINEERING SERVICES	\$ 4,880.18
8/29/2019	1079	PLAY & PARK STRUCTURES	PEDESTAL GRILLS	\$ 857.29
8/29/2019	1080	ROBERT TURNBULL JR	TREE REMOVAL SERVICE MT VIEW PARK	\$ 6,250.00
			TOTAL Capital Reserve Fund	\$ 11,987.47

LIQUID FUELS

ESSA		TOTAL Liquid Fuels	\$ -
TOTAL General Fund	\$ 77,966.59		
TOTAL Sewer Construction Fund	\$ 130.41	Authorized by:	
Sewer Operating	\$ 18,694.38		
Capital Reserve	\$ 11,987.47		
Liquid Fuels	\$ -		
TOTAL ESSA TRANSFER	\$ 108,778.85	Transferred by:	



CROWDER JR. COMPANY

2184 Industrial Drive
Bethlehem, PA 18017-2154

Estimate

Date	Estimate #
8/16/2019	E19-1569

Name / Address
JON TRESSLAR c/o Boucher & James, Inc.

Project

Item	Description
	Emergency Generator and Automatic Transfer Switch - System Integration Pocono Township Municipal Building - 112 Township Dr. Tannersville, Pa. 18372 Proposal Workscope: 1.0 Remove the existing "Wheel Box" on the exterior wall and gut the existing adjoining Manual Transfer Switch cabinet to be repurposed as a Junction Box to splice in the new Automatic Transfer Switch (ATS) Feed to the existing 800 amp Main Panel. 2.0 Mount the new ATS on Stainless Steel Kindorff Strut to the exterior wall on the concrete pad after fabricating a short frame stand to keep the ATS off the ground. 3.0 Extend the feed wires from the manual transfer switch to the new ATS and terminate connections. 4.0 Pull 350 MCM wire from the new ATS to the Trailer mounted Generator location. 5.0 Fabricate a Stainless Steel Kindorff strut frame to mount the existing "Wheel Box" at the post provided and connect existing PVC conduits. Terminate wires from the ATS. Repurpose the existing Cam Lock extension cables connecting from the "Wheel Box" to a Crowder provided Cam-Lock receptacle mounted on the trailer for quik connection/disconnection. 6.0 Drive two (2) ten foot long ground rods; one at the new ATS and one at the generator box to facilitate proper ground fault protection. Ground all equipment. 7.0 Test System and instruct township personnell on proper use and maintenance of the new emergency power system.
Specified Item	Fixed Price Labor and Materials Note: 1.0 Price does not include Sales or Use Tax, Permits, Inspections or misc. fees
Subtotal	
Sales Tax (6.0%)	
Total	

Signature

CRAMER, SWETZ, McMANUS & JORDAN, P.C.

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BARBARA J. FITZGERALD##
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GARY J. SAYLOR, II

*Board Certified in Criminal Trial Advocacy, Civil Pretrial
and Trial Advocacy by the National Board of Trial Advocacy,
A Pennsylvania Supreme Court Approved Agency

#Also Admitted in Florida

##Also Admitted in New Jersey

August 28, 2019

Via Email Only

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

Attn: DonnaASURE, Township Manager

Re: Tannersville Point Luxury Apartments
Project No. 1630006R

Dear Ms. ASURE:

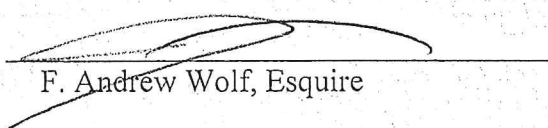
Please accept this letter on behalf of the applicant, Tannersville Point, LLC, as a request for extension of the Commissioners' review period on the Lot Improvement Plan and the Land Development Plan in this matter. Per my letter of June 17, 2019, the review period had been extended through September 28, 2019. The applicant is now requesting a further extension of the review period through November 30, 2019.

Please contact me with any questions or concerns. Thank you for your cooperation and consideration.

Very truly yours,

CRAMER, SWETZ, McMANUS & JORDAN, P.C.

BY:


F. Andrew Wolf, Esquire

FAW:clm

Cc: Jon S. Tresslar, P.E., P.L.S
Lisa Pereira, Esquire, Broughal & DeVito, LLP
Emmett P. Mancinelli, P.E.
Tannersville Point, LLC

**EXTENSION OF TIME PURSUANT TO SECTION 508(3) OF THE PENNSYLVANIA
MUNICIPALITIES PLANNING CODE**

To: Board of Commissioners
Pocono Township Municipal Building
PO Box 197
Tannersville, PA 18372

Planning Commission
Pocono Township Municipal Building
PO Box 197
Tannersville, PA 18372

From: Nathan S. Oiler
RKR Hess, a division of UTRS Inc.
112 North Courtland Street
East Stroudsburg, PA 18301

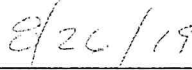
Pursuant to Section 508(3) of the Pennsylvania Municipalities Planning Code, 53 PS. 10508(3), the undersigned engineer for the Applicant (BCRA), hereby agrees on behalf of the Applicant, to an extension of time for the decision by the Pocono Township Planning Commission and the Pocono Township Board of Commissioners concerning the approval of the land development plan application entitled:

BCRA Tannersville Tanks and Pump Station Project

This extension shall be valid to and including October 21, 2019. As an agent for the Applicant, the undersigned verifies that this extension agreement is executed with the authorization of the Applicant.



Signature



Date

Nathan S. Oiler

(Print Name)



Bue-Morris Associates, Inc.
CIVIL ENGINEERS AND PLANNERS

275 South Sterling Road • P.O. Box 201 • Newfoundland, PA 18445-0201 • T: (570) 676-5473 • F: (570) 676-5473 • www.buemorris.com

August 23, 2019

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

REFERENCE: Running Lane Proposed Hotel Land Development and Minor Subdivision Plan

Gentlemen:

I am writing to you at this time to waive the specific requirement set forth in the Pocono Township Subdivision and Land Development Ordinance requiring a decision by you within ninety (90) days from the date of the plan submission receipt date.

Please do not take our plan off the agenda. We agree to waive the requirement that the Board of Supervisors render a decision on our plan within the time specified in the Ordinance.

REASON FOR EXTENSION:

We are awaiting the final approval of the Wiscasset Avenue vacation and the recording of the Minor Subdivision as required by the Ordinances.

ADDITIONAL TIME REQUESTED:

We would like to extend time limit until the end of the year. Please inform me to the next deadline date for the project.

Thank you for your kind cooperation.

Very Truly Yours,

Sarah J. Bue-Morris, P.E.

cc: Silvio Vitiello, Applicant
Melissa Prugar, P.E., Boucher & James, Inc.
Chuck Niclaus, Islett & Associates