



**POCONO TOWNSHIP COMMISSIONERS
AGENDA**

January 22, 2019 7:00 p.m.

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

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

Announcements –

Executive Session held January 9, 2019 - personnel
Executive Session held January 16, 2019 – personnel
Executive Session will be held on January 30, 2019 – acquisition of real property

Presentations –

Motion to acknowledge the retirement notice from Phillip Starner from the Public works Department effective January 10, 2019 after thirty (30) years of service to Pocono Township (action item*)

Hearings –

Resolutions

Resolution 2019 – 02 – Motion to adopt Resolution 2019-02 authorizing the submittal of an RCAP Grant for a new municipal complex (action item*)

OLD BUSINESS

1. Motion to approve minutes of January 7, 2019 meeting of the Board of Commissioners (action item*)
 2. Motion to approve the minutes of the January 9, 2019 work session of the Board of Commissioners (action item*)
- (Action Item*)

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** Change to agenda versus draft posted on website

2. Motion to approve the minutes of the January 9, 2019 work session of the Board of Commissioners (action item*)
3. Motion to approve the minutes of the January 16, 2019 work session of the Board of Commissioners (action item*)

NEW BUSINESS

1. Personnel

- a. Motion to approve a continued leave as requested by Thomas Lynott effective January 14, 2019 until June 3, 2019 as permitted by the Police Collective Bargaining Agreement (action item*)
- b. Motion to continue discussions on revised employment agreement with Pocono Township Police Chief Kent Werkheiser to be placed on the February 4, 2019 Board of Commissioners agenda for action. (action item*)
- c. Motion to continue discussion on revised employment agreement with Township Manager Donna M. Asure to be placed on the February 4, 2019 Board of Commissioners agenda (action item*)

2. Financial Transactions

- a. Motion to ratify vouchers payable received through January 17, 2019 in the amount of \$ 2,180.68 (action item*)
- b. Ratify gross payroll for pay period ending January 6, 2019 in the amount of \$ 106,319.80 (action item*)
- c. Motion to approve vouchers payable received through January 17, 2019 in the amount of \$ 263,534.55 (action item*)
- d. Motion to approve capital expenditures received through January 17, 2019 in the amount of \$ 15,050.00 (action item*)
- e. Motion to authorize the fiscal department to reinvest the \$1M CD coming due on February 3rd at ESSA into a 6-month CD at Wayne Bank at 2.0% as recommended by our fiscal department. (action item*)

3. Travel/Training Authorizations (Approve/Ratify)

Report of the President

- a. Weiler Corporation donation to park
- b. Upper Swiftwater Road Issue (discussion and possible action item*)

(Action Item*)

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Commissioners Comments

Richard Wielebinski – Vice President

Harold Werkheiser – Commissioner

Chad Kilby – Commissioner

Jerrod Belvin – Commissioner

- a. Motion to approve camera upgrades at Mountain View Park for an amount not to exceed \$820.00 (action items*)
- b. 2019 COG dues and township representative (possible action item*)

Reports

1. Emergency Service

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

2. Park Board

- a. Discussion on pavilion rental rate increase (possible action item*)

3. Finance Committee

4. Public Works Report

- a. Update on road crew projects

5. Administration – Manager's Report

- a. Motion to approve attendance at the PSATS Annual Conference, April 11 – 14, and to pay expenses associated with the conference (action item*)
- b. Motion to approve the Township Manager sending a letter of support for the American Red Cross Run for the Red Marathon with the conditions that the organization meet with Pocono Township emergency responders and township manager several months prior to the event with continual updates up to and through the event to avoid any lack of communication of important details and expectations of Pocono Township (action item*)
- c. Motion to authorize the township manager to complete the official notice from the Monroe County Elections Office to certify the type and number of offices to be listed on the Municipal Primary 2019. Discussion needed on second constable (action item*)

6. Township Engineer Report

- a. White Oak Culvert replacement project – applying for flood mitigation grant
- b. Fish Hill Road Storm System - spring project

(Action Item*)

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- c. Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Avenue
 - PennDot comment letter and engineering process to answer
 - Possible part of multi-modal grant
- d. TLC Bridge Grant
 - DEP GP-11 permit for maintenance
 - Schedule for repair
- e. Culvert cleaning maintenance
- f. Master sidewalk plan – part of multi-modal grant
- g. MCCD violation on Archer Lane

7. Township Solicitor Report

- a. Update on Exxon Monitoring wells
- b. Update on HJP Park and Open Space (possible action item*)
- c. Discussion on PJJWA (possible action item*)
- d. Motion, though not in Compensation Ordinance nor found in any policy or minutes of Pocono Township to pro-rate the 2018 fourth quarter commissioners' compensation for Robert DeYoung and Chad Kilby. (action item*)
- e. Motion to authorize township solicitor to draft an amendment to the Commissioners' Compensation ordinance which will address prorated compensation for Commissioners and to advertise for hearing of same (action item*)

Public Comment

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

Executive Session – if necessary

Adjournment

(Action Item*)

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** Change to agenda versus draft posted on website

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

DRAFT

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

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

IN ATTENDANCE:

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

PUBLIC COMMENT:

Cheryl Lynott, Twp. Resident, informed the Commissioners that Officer Tom Lynott received the certified letter today. The letter dated 12/19/2018 was sent to the wrong address.

Lorri Zimmerman, Twp. Resident, requested Pocono Township stop issuing permits on the cell tower located 12/11/1/17-1. She stated the cell tower was approved to be built on a 2.4 acres parcel owned by J.T. Butz and records were falsified. Discussion followed.
G. Lastowski requested L. DeVito, Twp. Solicitor, to review the documents.

Ellen Gndt, Twp. Resident, questioned the Commissioner's pay for 2018. G. Lastowski requested the Twp. Manager to review.

ANNOUNCEMENTS:

PA 191 Stites Tunnel Bridge replacement project - detours to begin on 01/07/2019 - 191 will be closed between PA 447 and Stites Mountain Road, detouring onto PA 715 and Clubhouse/Cherry Lane Road. He noted it will take approximately 1 year to complete.

An Executive Session was held on 01/07/2019 for personnel.

MINUTES:

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 12/17/2018 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL:

Vacancy Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Tom Felver to the vacancy board with a term expiring 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

Monroe County Tax Committee

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Tom Felver to the Monroe County Tax Committee with a term expiring 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Parks and Recreation Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Dottie Telesky to the Parks and Recreation Board with a term to expire 12/31/2022. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Zoning Hearing Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Steve Chaladoff to the Zoning Hearing Board with a term to expire 12/31/2021. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PJJWA Board

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Chris Ortolan to PJJWA Board with a term to expire 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to reappoint Randy Peechatka to the PJJWA Board with a term to expire 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Pocono Township Fire Police

G. Lastowski made a motion, seconded by J. Belvin, to appoint the following as Pocono Township Fire Police for 2019 as provided by Chief Tom Kresge:

Alvin Kresge, Sr - Captain

Kevin Kresge - Lieutenant

Richard Shay

Christopher Kinsley, Sr.

Donald Simpson

Gerald Lastowski

Steve Jacobs

Thomas Kresge

Christopher Kinsley, Jr.

Angela Tullo

Robert Gupko

William Ward

Peter Gallagher

Corey Sayre

Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, 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 received through 01/04/2019 in the amount of \$135,578.71. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify gross payroll for pay period ending 12/16/2018 in the amount of \$171,242.90 and 12/30/2018 in the amount of \$91,733.09. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

G. Lastowski made a motion, seconded by C. Kilby, to approve vouchers payable received through 01/04/2019 in the amount of \$218,223.69. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by R. Wielebinski, to approve capital expenditures received through 01/04/2019 in the amount of \$13,451.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

TRAVEL/TRAINING AUTHORIZATION

PSATS Leadership Development Series

G. Lastowski Made a motion, seconded by J. Belvin, to approve Donna M. Asure, Twp. Manager to attend the PSATS Leadership Development Series for a cost of \$499.00 for six sessions plus mileage. Discussion followed on additional cost. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski - no report

COMMISSIONER'S COMMENTS:

Richard Wielebinski, Vice-President -

Zoning Officer Position

R. Wielebinski explained with the recent loss of the Township Zoning Officer, Michael Tripus, a replacement is required. He noted Boucher & James, Inc. is providing a temporary zoning officer until that time. R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Manager to advertise for a full time Zoning Officer. G. Lastowski questioned if it should be a full time Zoning Officer verses a part-time position. Discussion followed on the increased duties of the position and if an employee or outside service. D. Asure, Twp. Manager, will investigate different options for the board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner -

Rt. 611 Lighting update - PPL - C. Kilby updated the Board on the Rt. 611 lighting. He expects PPL to start in April.

OSHA Training Discussion -

C. Kilby made a motion, seconded by J. Belvin, to require all road crew staff to obtain OSHA 10 Training by 06/01/2019 and the Road Supervisor to obtain OSHA 30 training by 07/01/2019. R. Wielebinski questioned the type of training. C. Kilby noted it will be general safety industry standards. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrold Belvin - Commissioner

Nauman Mechanical - J. Belvin explained to connect the generator the air conditioning until will need to be moved.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the quote by Nauman Mechanical, in the amount of \$2,225.00 to relocate the air conditioning unit for installation of the generator transfer switch. R. Wielebinski questioned if the switch could be located elsewhere. J. Belvin explained it is the most cost-effective option.

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

Hartman Electric -

J. Belvin made a motion, seconded by C. Kilby, to approve the quote from Hartman Electric, in the amount of \$9,288.00 to install the generator transfer switch. G. Lastowski questioned the cost. J. Belvin noted it is an automatic switch to keep power on in an emergency. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident questioned if quotes are required for the project. Discussion followed. L. DeVito, Twp. Solicitor, explained an additional two telephone quotes are required. D. Asure, Twp. Manager, will obtain quotes. J. Belvin withdrew his motion, C. Kilby withdrew his second.

G. Lastowski made a motion, seconded by J. Belvin, to rescind the motion to approve the quote by Nauman Mechanical in the amount of \$2,225.00 to relocate the air conditioning unit for installation of the generator transfer switch. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to authorize the Township Manager to obtain two telephone quotes for the installation of the generator transfer switch, relocated the AC Unit, and to authorize the Twp. Manager to accept the lowest quote. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

DRAFT

Signal Services - Accuwave Detector J. Belvin explained the Weis Market/Turkey Hill Accuwave detector has failed.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the quote from Signal Services, Inc. to install a video detection system to replace the Accuwave detector that has failed as well as install a new battery back up system and automatic generator transfer switch for a cost of \$8,298.00. R. Wielebinski asked the time line for completion. J. Belvin noted within two weeks to complete. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Road Supervisor's vehicle - J. Belvin explained the Road Supervisor is on call 24/7 and during the winter it would be prudent to allow him to take the Twp. work vehicle home.

J. Belvin made a motion, seconded by C. Kilby, to authorize the Road Supervisor to drive the 2016 Ford Pickup truck to and from work and to respond to call outs for the months of November through March. Per Treasurer this benefit is not taxable per IRS guidelines. C. Kilby noted it would save response time for the Road Supervisor. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Safety Committee J. Belvin noted C. Kilby's OSHA education in safety it would be a benefit to have him serve on the Safety Committee.

J. Belvin made a motion, seconded by G. Lastowski, to appoint Chad Kilby to the Pocono Township Safety Committee. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, abstained; and J. Belvin, yes. Motion carried.

REPORTS:

Administration - Manager's Report

2019 Board of Commissioners' meeting dates and times

G. Lastowski made a motion, seconded by C. Kilby, to advertise of the Board of Commissioners meeting for 2019 starting at 7:00 p.m. at the Municipal Building, for the first and third Monday of each month unless the Township office is closed due to a holiday, which will move the meeting to Tuesday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Board of Commissioners' Work session meeting dates and times -

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the Board of Commissioners work sessions for 2019 starting at 5:00 p.m. at the Pocono Township Municipal Building as follows: 01/16/2019, 02/13/2019, 03/13/2019, 04/10/2019, 05/15/2019, 06/12/2019, 07/10/2019, 08/14/2019, 09/11/2019, 10/16/2019, 11/13/2019 and 12/11/2019. L. DeVito, Twp. Solicitor, questioned if he would be required to attend. R. Wielebinski noted it would be a as needed basis. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Pocono Township Planning Commission meeting dates and times
G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the Pocono Township Planning Commission meetings for 7:00 p.m. at the Pocono Township Municipal Building for the second and fourth Monday of each month unless the Township is closed due to a holiday, which will move the meeting to Tuesday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Park and Recreation meeting dates and times
G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the advertising of the 2019 Park and Recreation Committee meetings for the second Tuesday of each month at 5:30 p.m. at the Heritage Center. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Creative Works

G. Lastowski made a motion, seconded by J. Belvin, to approve the contract with Creative Works for media work related to park projects and events in the amount of \$2,380.00 with a deposit of \$1,190.00 due to with signing the contract. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Teamsters 773 - Police Contract

D. Asure, Twp. Manager, reported a letter was received from Teamsters 773 notifying the Township of their intent to negotiate the Police Contract ending 12/31/2019.

G. Lastowski made a motion, seconded by C. Kilby, to appoint John Harrison, Solicitor, Broughal & DeVito; Kent Werkheiser, Pocono Township Police Chief; and Donna Asure, Township Manager as the negotiating team for the police contract negotiations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Run for the Red

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to send a letter of support for the Red Cross Run for the Red Marathon. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Spotted Lantern Fly permit - D. Asure, Twp. Manager, explained the Township is required to have permits for all vehicles, she will be taking an online course & test on the Spotted Lantern Fly for the permit and be required to train employees.

Deadly Weapons Protection Application form - D. Asure, Twp. Manager, explained it is for insurance inspection and quote for coverage for acts of violence.

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted he is waiting on the appraisal for the emergency access property and explained since the grant writer is working on obtaining grants the bids will need to be rejected. Discussion followed on timing of the repair, emergency access and safety of the culvert.

R. Wielebinski made a motion, seconded by G. Lastowski, to reject the bids received for the White Oak Culvert Project. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained the Road Department will start in the spring. Discussion followed on the ability of the Road Department to complete the work.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave - J. Tresslar, Twp. Engineer, noted they are waiting for PennDOT to comment.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, will provide a time schedule of work at the next meeting. Discussion followed on the timing of the repair and the DEP GP-11 permit for maintenance.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained the work is completed. Four areas were identified on private property and may be the landowner's responsibility to maintain. Discussion followed.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Traffic Light - Tannersville Plaza - L. DeVito, Twp. Solicitor, explained the Weis Market/Steele's traffic signal was found to be on the same meter as the Township's meter. J. Belvin explained the Township locked the meter and the lock was cut off. Discussion followed on reimbursement of costs to the Township.

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to send a letter to Tannersville Realty concerning the Traffic Light and light plaza at Rt. 611 and Weis Market for correction and reimbursement. G. Lastowski opened the meeting to public comment, hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS:

Resolution 209-01 - Trap Enterprises revised Final Plan
J. Belvin made a motion, seconded by G. Lastowski, to adopt Resolution 2019-01 Trap Enterprise 611 Project Revised Final Plan. Vincent Trapasso, owner, represented the plan and explained the changes to the final plan. He noted they were unaware the construction was over the sewer line. The plan was modified to not impact the sewer line. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT: Vincent Trapasso, Twp. Resident, complemented the board on a seamless, positive meeting.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:10 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Pocono Township Board of Commissioners
Work Session Minutes

DATE: January 9, 2019

TIME: 5:00 pm

PLACE: Township Building

PRESIDING COMMISSIONER: Jerry Lastowski

ROLL CALL:

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

Also, present Leo DeVito, Township Solicitor, Jon Tressler – Township Engineer, B&J; Mike Gable-engineer, B&J; Patrick Briegel – Pocono Township Sewer Consultant; Donna Asure – Township Manager; Township Supervisors from Tobyhanna Township as well as Tobyhanna Township Manager and Assistant Manager, Tobyhanna Township Engineer and Solicitor; and representative from Kalahari Resort and Borton Lawson, engineering firm representing Kalahari.

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

There was no public comment.

The work session started off with a discussion of the purpose of coming together which was miscommunication or no communication and the impacts on the Pocono Township waste water treatment system.

Borton Lawson, engineering firm for Kalahari gave a presentation on current issues; how to address things going forward and a timeline.

Issues were listed as –

- Water demand and the peaks with BCRA
- Wastewater discharge and the sometimes exceeding of approved levels
- Ammonia Nitrate

The engineer discussed that Kalahari has recently hired them to look into the issues. There are a lot of things to consider and Kalahari is going to need time to reduce their usage. They believe looking at ways to reduce in one area may reduce in other areas of concern.

Borton Lawson discussed a possible road map to find solutions and a twenty-four (24) month time frame to get there. Some suggestions might be drilling wells or perhaps spray irrigation for the pool water.

Steve Pine – Development Director for Kalahari addressed the board. He discussed as things may have gotten to this point, that there is a 2013 agreement in place and there has been nothing done intentionally to violate that agreement. He admitted that there are possible violations to the agreement such as not informing the township officially of projects that were starting.

Mr. Pine discussed the fact that “somewhere along the way” Kalahari received a bill for additional EDU’s. Since Tobyhanna was not comfortable with selling Kalahari more EDU’s due to an internal agreement of how the 440,000 gallons per day from Pocono were to be distributed Pocono Manor is now willing to loan EDU’s to Kalahari.

Pocono Township Board of Commissioners

Work Session Minutes

Tobyhanna's solicitor, Jonathan Reiss addressed the group about Solicitor DeVito's letter, communication issues and how to go forward. There was a suggestion of communication between the township managers going forward. He spoke to the Letter of Credit posted by Kalahari for the pre-treatment system and is hopeful that Pocono will grant an extension of the letter of credit and the demand for pre-treatment until a time where it is determined if that is truly necessary. It was suggested that there be a three year extension on the pre-treatment facility.

Over flows were address and stated that with the results of the study may be able to be addressed.

Mr. Reiss stated that Tobyhanna still wants "to memorialize additional capacity for future projects".

A monthly meeting to be held at Kalahari with representatives from Kalahari and both townships was discussed. The township managers were asked to circulate a set date and time for each month that would work for all.

A discussion on the rerate of the BCRA plant took place. How can the issues be defined and addressed so a rerate would make sense.

The new project at Kalahari was discussed, employee housing. Steve Pine addressed the board, talking to the J1 students that would use the housing and stating Kalahari just purchased 300 additional EDU's with no credit given for the ten months per year that they are under the 230,000 gallons per day. The different ways EDU's would be calculated for this type of use was then talked about.

There was discussion that Pocono Township wants all issues looked at during the Borton Lawson review not just ammonia. Pocono Township stated many times during the work session that Pocono must be kept in the loop as to what was going on at Kalahari.

Kalahari representatives discussed the fact that Kalahari bought additional EDU's, up to their allotted 230,000 gallons per day. They had spikes in July and August and yet this is the first meeting being held to discuss the issue. Kalahari believes they are following the agreement upon MOU with Pocono Township.

Discussion took place on the engineers and consultants to meet to discuss all outstanding issues. The entire group should reconvene after that meeting to discuss next steps. Kalahari suggested changing the current agreement with Pocono should be a future discussion.

The second goal was that Kalahari needed to put into writing what they wanted changed in the agreement, why they needed this change and when would new deadlines be.

Having no further discussion and no public comment the work session adjourned at 6:15pm.

Submitted by:

Donna M. Asure
Pocono Township Manager

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: January 16, 2019
TIME: 5:00 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

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

Also present were Leo DeVito, Township Solicitor, Jon Tressler, Boucher & James, Township Engineer and Donna Asure-Township Manager

The work session was called to order at approximately 5:05pm by President Lastowski.

There was no public comment.

Joining the work session was Jason Fitzgerald of PennStrategies, grant writer for Pocono Township.

The following was discussed –

- The different types of grants available through the state, the types of projects that would qualify for each grant and the deadlines for the grants during this calendar year.
- What current projects that Pocono Township is currently working on might qualify for what type of grant
- The different matches required for different grants
- The need to have the support of the local senator and representative for the applications
- The board then discussed specifics and prioritization concerning -
 - RCAP grant and new municipal complex – 50/50 match. Round open with application due by January 31, 2019. Township will work with grant writer to submit in this round. \$500 non-refundable application fee each time you apply
 - Flood Mitigation Grant – will complete this grant for the White Oak Culvert project. Application due before April 1, 2019
 - PennDot/DCED Multimodal grant – township will work with grant writer to apply for grant to install sidewalks, turn lanes and lighting down the Route 611 corridor. It will address safety concerns and highlight economic development in the area. Due between March 1 and July 31, 2019. 30% match unless waived in upcoming discussions at the state level
 - Priorities are RCAP, PA Clean and Alternative Energy grant, USDA, LSA and DCNR/Trails

Jason Fitzgerald left the work session at 6:20pm.

The board discussed the upcoming engineering meetings and subcommittee meetings being scheduled to take place with Tobyhanna and Kalahari. It was thought a list of Pocono issues should be supplied by our consultant and engineer to Tobyhanna and Kalahari. The Board instructed that

Patrick Briegel and Mike Gable can meet with BCRA to address any issues prior to the upcoming meetings. The board stated that B&J and Patrick Briegel were working on behalf of Pocono Township and Kalahari nor Tobyhanna will be billed for their services. It is also believed that attorneys are not needed at the monthly subcommittee meetings.

MCCD violations on Archer Lane were discussed and Jon Tressler will research further.

The township pesticide license was discussed with a certified applicator on staff. The township manager will meet with the current staff member and define expectations of the program and checks and balances to ensure compliance.

The board discussed the request for a second constable to be placed on the upcoming municipal election ballot. This will be on the January 22, 2019 agenda for discussion/decision.

Solicitor DeVito gave a brief refresher course to the commissioners on their roles as elected officials.

There was no public comment.

Jon Tressler left the work session at this time.

The Board adjourned into executive session at 7:10pm for personnel issues and would not reconvene the work session.

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

Submitted by:

Donna M. Asure
Township Manager

POCONO TOWNSHIP
Tuesday, January 22, 2019

SUMMARY

Ratify

General Fund	\$	108,500.48
Sewer Operating	\$	-
Sewer Construction	\$	-
Capital Reserve	\$	-

Bill List

TOTAL General Fund	\$	141,810.82
TOTAL Sewer <u>OPERATING</u> Fund	\$	121,702.25
TOTAL Sewer <u>CONSTRUCTION</u> Fund	\$	21.48
TOTAL Capital Reserve Fund	\$	15,050.00
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
Tuesday, January 22, 2019

<u>General Fund</u>	<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
	01/17/2019	57950	Access Office Technologies	Copier	\$ 657.09
	01/17/2019	57951	ADP, LLC	Payroll Services	\$ 186.75
	01/17/2019	57952	APMM	2019 Membership	\$ 165.00
	01/17/2019	57953	ARGS Technology, LLC	2018 IT Services	\$ 1,125.00
	01/17/2019	57954	BIU of PA, Inc.	Permit Fees	\$ 947.80
	01/17/2019	57955	Brodhead Creek Regional Authority	Sewer	\$ 177.08
	01/17/2019	57956	Broughal & DeVito, L.L.P.	Legal - General/Planning	\$ 5,162.50
	01/17/2019	57957	Cardmember Service	MS Licenses/Supplies/Mailbox	\$ 635.58
	01/17/2019	57958	Cardmember Service	Underground Storage Tank 2019	\$ 825.00
	01/17/2019	57959	Cyphers Truck Parts	Equipment Maintenance	\$ 84.62
	01/17/2019	57960	Davidheiser's Inc.	Equipment maintenance	\$ 124.00
	01/17/2019	57961	DCED	4th Quarter UCC Training fees	\$ 171.00
	01/17/2019	57962	Pocono Township	VOID: TO VOID CHECK IN THE SYSTEM	\$ -
	01/17/2019	57963	DES	Recycling	\$ 18.00
	01/17/2019	57964	E.M.Kutz, Inc.	Shovel holder for trucks	\$ 86.20
	01/17/2019	57965	Francis Smith & Sons Inc	UST Operator	\$ 250.00
	01/17/2019	57966	Highmark Inc.	Spending Account	\$ 1,951.47
	01/17/2019	57967	Hineline, Robert	Workboot Allowance	\$ 60.01
	01/17/2019	57968	IAPE	2019 Membership	\$ 50.00
	01/17/2019	57969	Jack Williams Tire Company, Inc.	Unit #97	\$ 110.00
	01/17/2019	57970	JDM Consultants, LLC	Grant Consulting - January 2019	\$ 2,500.00
	01/17/2019	57971	Kramer's Sheds	Ice Rink	\$ 200.00
	01/17/2019	57972	Kyocera Document Solutions America, Inc.	Copier lease	\$ 366.56
	01/17/2019	57973	Monroe County Control Center	1st Quarter	\$ 12,116.18
	01/17/2019	57974	Mountain Road Feed Store	Straw for Ice rink	\$ 150.00
	01/17/2019	57975	MRM Worker's Compensation Pooled Trust	Workmans Comp - Installment 5 of 12	\$ 10,900.09
	01/17/2019	57976	Nauman Mechanical Inc.	HVAC Fall Maintenance Twp. Building	\$ 550.00
	01/17/2019	57977	Network Fleet	GPS Service	\$ 325.45
	01/17/2019	57978	PAPCO, Inc.	Diesel/Gasoline	\$ 2,201.92
	01/17/2019	57979	PMHIC	Health Insurance	\$ 70,325.23
	01/17/2019	57980	Pocono Record	Advertisment	\$ 384.85
	01/17/2019	57981	PPL Electric Utilities	Twp/Traffic/Mt. View	\$ 2,239.32
	01/17/2019	57982	PSATS	Pre-employment testing	\$ 60.00
	01/17/2019	57983	Signal Service, Inc.	Preventive Maintenance	\$ 498.84
	01/17/2019	57984	State Workers Insurance Fund	Workers Comp - 2 of 11	\$ 3,038.00

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
01/17/2019	57985	Tulpehocken Mountain Spring Water Inc	Water	\$ 52.39
01/17/2019	57986	UNIFIRST Corporation	Carpets/Uniforms	\$ 73.52
01/17/2019	57987	Wilson Products Compressed Gas Co.	Supplies	\$ 7.00
01/17/2019	57988	Wittel, Jason	Lettering 1 truck	\$ 160.00
01/17/2019	57989	Wrecker International Inc.	Tow - Police Vehicle	\$ 75.00
01/17/2019	57990	Nationwide	Pay 01 ER/EE Contribution	\$ 3,125.27
01/17/2019	57991	AFLAC	Supplemental insurance	\$ 291.26
01/17/2019	57992	METLIFE	Non police pension contribution Jan 2019	\$ 4,266.80
01/17/2019	57993	US Bank	Police pension January contribution	\$ 6,755.10
01/17/2019	57994	ADP, LLC	Payroll Services	\$ 98.75
01/17/2019	57995	CivicPlus, Inc	Quarterly renewal website hosting - 01/01/2019 to 03/31/2019	\$ 550.00
01/17/2019	57996	Friedman Electric	Lights	\$ 89.44
01/17/2019	57997	Highmark Inc.	Spending Account	\$ 149.41
01/17/2019	57998	J & Z Professional Services LLC	Cleaning Services - January	\$ 947.50
01/17/2019	57999	J. P. Mascaro & Sons	Garbage - Twp/Park	\$ 469.09
01/17/2019	58000	Medico Industries, Inc.	Part	\$ 40.50
01/17/2019	58001	Nauman Mechanical Inc.	HVAC Service - Library unit	\$ 480.88
01/17/2019	58002	P & D Emergency Services	Unit # 95 - Radio	\$ 268.00
01/17/2019	58003	Pocono Mountain COG	2019 Dues	\$ 200.00
01/17/2019	58004	Starr Uniform Center	External Badge carriers	\$ 280.00
01/17/2019	58005	Stiff Oil Company	Heating Fuel	\$ 1,399.79
01/17/2019	58006	UNIFIRST Corporation	Carpets/Uniforms	\$ 73.52
01/17/2019	58007	Verizon Wireless	IPADs	\$ 70.06
01/17/2019	58008	Pocono Prime Rentals	Reimbursement of fees	\$ 2,564.00
01/17/2019	58010	PA Department of Agriculture	2019 Pesticide license	\$ 35.00
01/17/2019	58012	Office Direct	Police shredders' repairs	\$ 145.00
01/17/2019	58013	Commonwealth of PA	ARCAP Grant application fee	\$ 500.00
TOTAL General Fund				\$ 141,810.82

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Operating Fund				
01/17/2019	1156	BLUE RIDGE COMMUNICATIONS	Sewer modem connections	\$ 182.70
01/17/2019	1157	BRODHEAD CREEK REGIONAL AUTHORITY	Sewer treatment expense February 2019	\$ 109,055.17
01/17/2019	1158	BROUGHAL & DEVITO, L.L.P.	Sewer legal services 12/2018	\$ 885.00
01/17/2019	1159	EEMA O&M Services Group, Inc.	Sewer Operations & Maintenance services	\$ 6,154.90
01/17/2019	1160	METROPOLITAN TELECOMMUNICATIONS	Telephone service January 2019	\$ 0.06
01/17/2019	1161	Pennsylvania One Call System, Inc	2018 SEWER MAPPING SERVICES	\$ 108.52
01/17/2019	1162	Pocono Management Associates LLC	12/31-1/13/19 contracted services	\$ 3,305.12
01/17/2019	1163	pocono Prime Rental	Reimbursement of fees	\$ 125.00
01/17/2019	1164	Pocono Record	Sewer advertising	\$ 32.93
01/17/2019	1165	Pocono Township	12/31/18-1/13/19 sewer admin services	\$ 874.56
01/17/2019	1166	PPL Electric Utilities	ELECTRIC SERVICE DEC 2018	\$ 610.50
01/17/2019	1167	Verizon	PHONE LINE SEWER MONITORING SYSTEM	\$ 37.54
01/17/2019	1168	Cramer, Swetz, McManus & Jordan	Sewer legal January 2019 services	\$ 231.00
01/17/2019	1169	JP Mascaro	Waste removal January 2019	\$ 99.25
TOTAL Sewer Operating				\$ 121,702.25

Sewer Construction Fund				
01/17/2019	282	STEELE'S HARDWARE	Screw Screen Cover project supplies	\$ 21.48

Capital Reserve Fund				
01/17/2019	1038	Blair E. Bates	Appraisal services	\$ 4,000.00
01/17/2019	1039	Starr Uniform Center	2019 Ballistics Vest (8)	\$ 9,200.00
01/17/2019	1040	Thomas McKeown Michael McKeown Inc.	Appraisal services (White Oak Culvert Project)	\$ 1,850.00
TOTAL Sewer Construction Fund				\$ 21.48

TOTAL Capital Reserve Fund \$ 15,050.00

LIQUID FUELS

TOTAL Liquid Fuels \$ -

ESSA

TOTAL General Fund	\$ 141,810.82
TOTAL Sewer Construction Fund	\$ 21.48
Sewer Operating	\$ 121,702.25
Capital Reserve	\$ 15,050.00
Liquid Fuels	\$ -
TOTAL ESSA TRANSFER	\$ 278,584.55

Authorized by: _____

Transferred by: _____

Approve

POCONO TOWNSHIP



www.poconopa.gov

January 9, 2019

Weiler Abrasives Group
Attn: Weiler Charitable Giving Committee
1 Weiler Drive
Cresco, PA 18326

Dear Charitable Giving Committee -

Please allow this letter to serve as a thank-you from the Pocono Township Board of Commissioners and the Pocono Township Parks and Recreation Board for your donation to be used at the Pocono Township Parks.

The park and recreation opportunities within our community will continue to grow with the dedication and vision of our volunteers and the generosity of companies such as Weiler Abrasives Group.

We thank-you for your investment in the residents and visitors to Pocono Township parks.

Sincerely,

Gerald J. Lastowski, President
On behalf of the Pocono Township Board of Commissioners and the Pocono Township Parks and Recreation Board

AMERICAN COMPUTING SERVICES

14 TARA DRIVE
EAST STROUDSBURG, PA
18301
570.656.2653

Estimate

Date	Estimate #
1/13/2019	1361810.149

Name / Address
POCONO TOWNSHIP TANNERSVILLE, PA 18372

			Project
Description	Qty	Cost	Total
POCONO TOWNSHIP HERITAGE HOUSE CAT5E WIRING FOR EXISTING ANALOG SECURITY CAMERAS		509.00	509.00
INSTALL 4 WIRE RUNS OF CAT5E CABLE TO EXISTING ANALOG SECURITY CAMERAS INSIDE BUILDING			
TERMINATE ALL CAT5E CABLES WITH RJ45 PLUGS ON BOTH ENDS			
AVERAGE WIRE RUN IS 70 FEET X 4 = 280 FEET X \$1.00/FOOT = \$280.00			
8 VIDEO BALUNS TO CONNECT CAMERAS TO DVR AND CAT5E CABLE TO CAMERA ON FAR END			
8 VIDEO BALUNS @ \$49.00			
REMOVE AND REPLACE EXISTING SIAMESE CABLE TO CAMERAS WITH NEW CAT5E CABLES 2.0 HOURS @ DISCOUNT RATE OF \$90/HR = \$180.00			
TOTAL PROJECT COST = \$509.00			
CONFIDENTIALITY WARNING: This quote contains confidential and proprietary business information and is for the sole use of the intended recipient(s). Any unauthorized use or disclosure of this communication, including attachments, is strictly prohibited. We thank you in advance for your cooperation..			
Thank you for choosing American Computing Services as your Telecommunications professionals.		Subtotal	\$509.00
		Sales Tax (6.0%)	\$0.00
		Total	\$509.00



ARGS Technology, LLC

PO Box 2275
Pocono Summit, PA 18346

Phone # 570-801-1255

info@argstech.com

Estimate

1/14/2019	1230

Pocono Township
Donna Asure
112 Township Drive
Tannersville, PA. 18372

Description	Qty	Rate	Total
Bosch NUC-51022-F4 HD Indoor/Outdoor D/N Network Vandal Dome, 3.6mm		304.25	304.25
If current cameras need to be replaced after previous job no labor will be charged.			
			\$304.25

January 22, 2019 Mtg

POLICE REPORT FOR December 2018

The following are the recorded activities of the Pocono Township Police Department for the month of December 2018. Also listed are the available recorded activities for 2018 year to date, December 2017 and Year to date 2017.

	Dec 2018	Y-T-D 2018	Nov 2018	Y-T-D 2017	Dec 2017
Incidents Investigated	930	11740	1241	11038	876
Burglary / Fire Alarms Answered	79	949	115	953	76
Motor Vehicle ACC	45	595	51	650	54
Assaults	6	71	7	55	5
Narcotics	11	117	16	124	8
Criminal Arrests	31	399	18	341	34
Theft	14	325	13	224	26
DUI alcohol/drug impaired	10	139	12	100	9
Mental Health	4	84	11	77	7
Vehicle Reports	1	15	1	6	1
Death Investigations	2	19	2	20	2
Assisting other agencies	25	412	41	409	29
Missing Persons	1	22	0	10	0
Traffic Citations Issued	130	1650	236	1354	115
Written Warnings	266	2891	390	3115	298
Traffic & Parking issues	26	354	36	271	20
911 Hang-up Calls	93	957	52	684	43

Mileage all Vehicles: 19,144

Income from Report Fees: \$412.10

Draft

To: Pocono Township Board of Commissioners
From: Mountain View Park and Recreation Committee
RE: Proposed Change in Weekday and Weekend Pavilion Rental Rates
Date: January 16, 2019

Kindly consider the following recommendations for increasing the Mountain View Park Pavilion rental fees beginning January 2, 2020 for the following categories:

Pocono Township Resident Fees for Residents use only:

Note: Residents cannot reserve Pavilions for any groups other than family and friends.

Any Pavilion:

Monday, Tuesday, Wednesday, Thursday: \$50.00 per day

Friday, Saturday, Sunday: \$100.00 per day

Non Resident Fees (Private Party, Corporation, Business, Non- Profit):

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday:

Pavilion 2 or 4: \$200.00 per day

Pavilion 1 or 3: \$300.00 per day

Rationale for increase in rental fees:

Management and employee salaries, facilities renovation, new equipment and existing equipment repair for Pocono Township Mountain View Park is funded by Pocono Township Taxpayers.

The proposed increase in fees will help with the overall cost of maintaining and enhancing Pocono Township Mountain View Park.

The Pocono Township Board of Commissioners may vote to wave the pavilion rental cost for non-profit organizations on an individual basis.

Submitted by: Annabella M. Lastowski, MVP Board Secretary