

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: April 1, 2019
TIME: 5:00 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

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

Also present were Leo DeVito, Township Solicitor, and Donna M. Asure-Township Manager
The work session was called to order at 5:30pm by President Lastowski.
There was no public comment.

The purpose of the work session was to interview a candidate for the position of Zoning Officer for Pocono Township.

Lehigh Valley Inspection Services –

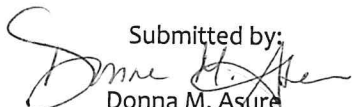
- ✓ Represented by Paul Jarrett
- ✓ They would be a third party contracted service (as the former ZO was)
- ✓ Mr. Jarrett would oversee the zoning but Tracy Herman would be assigned as the zoning officer
- ✓ Fee is \$50/hour for zoning and codes enforcement
- ✓ If over 20 hours per week would go to \$45/hour
- ✓ Would like consistent office hours but could start as low in hours as the township likes and then build from there if necessary
- ✓ Weekend hours could be done if necessary
- ✓ They are certified to perform fire inspections on commercial properties
- ✓ Currently provide various services for Ross, East Penn and Franklin Townships
- ✓ Their approach is to first talk to the business owner who may have a violation and give them a set amount of time to correct, if no action then violation notice
- ✓ The company sets up a gmail account for Pocono Township applicants to use to set up meetings, inspections, etc.
- ✓ The company has experience in enforcing Short Term Rental ordinances
- ✓ They do not normally do contracts but are open to that. Would like a thirty (30) day written notice to end appointment
- ✓ No issues going to properties by themselves
- ✓ Will not abuse the 30-day time line – like to get things done right away
- ✓ Discussion took place on dangerous structures and the enforcement of this ordinance
- ✓ Familiar with permit manager but have not used. Use a similar database product

The Board discussed having this topic on the April 17, 2019 Board of Commissioners' meeting agenda for discussion and possible action.

No public comment received.

Work Session ended at 5:50pm and adjourned into a brief executive session for personnel.

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

Submitted by:

Donna M. Asure
Township Manager