

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

APRIL 2nd, 2018 7:00 P.M.

The Regular meeting of the Pocono Township Commissioners was held on Monday April 2, 2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald Lastowski, present; Bob M. DeYoung, absent; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

PUBLIC COMMENT:

Joe Folsom, Twp. resident, questioned the status of the interrupters. J. Tresslar, Twp. Engineer, will investigate and report back to the Board. Linda Hillard, Twp. resident, spoke in favor of the Pocono Township Library.

Ellen Gndt, Twp. resident, questioned the ratification of the engagement letter for the auditors. D. Asure, Twp. Manager, explained Zelenkofske Axelrod, LLC required a separate engagement letter for compilation of information for a timely filing to DCED. E. Gndt asked if the filing can be posted to the website. D. Asure will confirm with the Auditor.

Ellen Gndt, Twp. resident, questioned the agenda items that were not listed on the previous agenda.

Ellen Gndt, Twp. resident, questioned the minutes with a motion for concerning advertising.

Ellen Gndt, Twp. resident, commented on the by-laws concerning changes the agenda.

ANNOUNCEMENTS:

Executive Session was held on March 22nd, 2018 for personnel matters.

Executive Session was held on April 2nd, 2018 for personnel matters.

Airpark Resort (formerly Spa Castle) will present/discuss sewer needs at the Regular Board of Commissioners Meeting scheduled for April 16th, 2018 at 7:00 p.m. The meeting will be held at the St. Luke's Ambulance Bldg.

MINUTES:

R. Wielebinski made a motion, seconded by J. Belvin, to approve the Board of Commissioners 03/19/2018 Work Session Minutes.

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

J. Belvin, made a motion, seconded by J. Lastowski, to approve the Board of Commissioners 03/19/2018 Regular meeting minutes. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to approve the Board of Commissioners Special Meeting Minutes of 03/22/2018. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

PERSONNEL:

R. Wielebinski made a motion, seconded by J. Belvin, to hire Kevin Daher as seasonal Lead Park employee for Pocono Township Parks at a rate of \$16.00 per hour, for not more than 39 hours per week, effective Wednesday, April 4th, 2018. R. Wielebinski explained the lead position is required so they will be able to schedule park employees without violating the present CBA. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to hire James Boyle as seasonal park employee for Pocono Township Parks at a rate of \$14.50 per hour, for not more than 32 hours per week, effective Wednesday, April 4th, 2018. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to rehire Jack Manuel as seasonal Public Works employee for Pocono Township Parks at a rate of \$14.89 per hour. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS:

J. Belvin made a motion, seconded by J. Lastowski, to ratify vouchers payable for the period ending 03/29/2018 in the amount of \$2,497.52. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify gross payroll totaling \$79,564.88 for pay period ending 03/25/2018. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve vouchers payable totaling \$160,399.37 for period ending 03/29/2018. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Capital purchases through March 29th, 2018 in the amount of \$16,425.00. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:

Gerald Lastowski, President

Sewer Committee Meetings - J. Lastowski explained due to the issues coming before the current sewer committee; he recommended the Sewer Committee include the whole Board as it was done in the past. J. Lastowski made a motion, seconded by R. Wielebinski, to have the whole Board of Commissioners on the Sewer Committee and to hold Sewer meetings at 6:00 p.m. prior to the 1st regular BOC meeting of each month. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Discussion on space for Library - J. Lastowski recommended one or two Commissioners meet with the Library Board to investigate the possibility of a larger space for the Library. J. Lastowski noted his goal is to be fair to the taxpayers and the Library for the best solution for both. R. Wielebinski requested all Board of Commissioners be present to discuss the Library. J. Lastowski requested D.ASURE, Twp. Manager, put the Library Space on the next agenda.

COMMISSIONERS COMMENTS:

Robert M. DeYoung, Vice-President - Absent.

Harold Werkheiser, Commissioner - Absent.

Richard Wielebinski, Commissioner -

Civil Service Commission Alternates - R. Wielebinski explained there is an opening for an alternate for the Civil Service Commission and two applicants have applied. He recommended the candidates be interviewed before the next meeting. The Board concurred to interview before the 04/16/2018 meeting. D.ASURE will advertise the 04/16/2018 for 6:45p.m. for the interviews and change of location to St. Luke's Ambulance.

Jerrod Belvin, Commissioner -

COG Update - J. Belvin explained at the last COG meeting they discussed the lack of volunteers for the area Fire Departments. He noted the Township does not have an Act 172 which gives volunteer firemen a tax break. Discussion followed. J. Lastowski noted the fire company has been contacted.

911 Signs - J. Belvin noted approximately 50% of property owners did not post the 911 signs, as required, on their property. Discussion followed on steps necessary to bring properties in compliance. Joe Folsom, Pocono Township Fire Company, offered to provide the database from the original 911 addressing project.

Registration Update- J. Belvin noted the County is not pursuing the \$5.00 vehicle registration tax.

COMMISSIONER BELVIN CONT:

ID Status - J. Belvin noted photos of Twp. Employees have been submitted to the County for ID badges.

Pennsylvania Municipal Internship Program - J. Belvin explained the program is to allow college students to intern for 6 months to 1 year at the Township. J. Lastowski made a motion, seconded by J. Belvin, to enter into the Pennsylvania Internship program. Since it was not an agenda item, J. Lastowski opened the discussion for public comment. E. Gnadtt, twp. resident, questioned if it would interfere with the Union employees. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

REPORTS:Sewer Committee -

Kalahari - J. Lastowski reported on a meeting with Kalahari, Tobyhanna, and BCRA representatives. He noted Kalahari is paying \$1,215,000.00 for the additional taping fees and will be providing a Letter of Credit for \$500,000 for three months to allow monitoring of usage. If Kalahari does not reduce their usage, the Line of Credit will be used for the purchase of additional EDUs. D. Asure noted Kalahari will submit a check in the amount of \$151,000 for overages. Tobyhanna is requesting additional use of the Township's sewer line for future growth. Discussion followed on the rerating of the BCRA plant. R. Wielebinski requested the whole board be present before a decision is made.

Administration - Manager's Report -

Lease-purchase of Copiers for Township and Police Buildings - D. Asure noted quotes were received from Topp Business Solutions and Access Office Technologies.

J. Lastowski made a motion, seconded by J. Belvin, to approve entering into an agreement with Access Office Technologies for the lease-purchase of three copiers for Pocono Township Municipal building and Police Department for a total lease payment not to exceed \$16,221.00. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Zelenkofske Axelrod, LLC - D. Asure noted the engagement letter is for the filing of the DCED report.

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the engagement letter with Zelenkofske Axelrod, LLC to complete the mandatory DCED report due by April 1st, 2018. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Site 2 Contract - D. Asure, Twp. Manager, explained additional quotes were received from Micro Technology Group, Inc., and IntergraONE. Discussion followed. J. Lastowski directed D. Asure, Twp. Manager, and L. DeVito, Twp. Solicitor, to address the issues and bring back a recommendation to the Board.

ADMINISTRATION REPORT CONT:

Codification Ordinance - D. Asure noted General Code has completed the codification of the Township Ordinances. Discussion followed on conflicting schedules for the May BOC meetings. The Board will confirm the dates for May BOC meetings.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to advertise for a hearing on the 1st regular BOC meeting in May to adopt the Codification of Township Ordinances. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Great American Clean-up

D. Asure announced The Great American Clean-up will be held from March 1st to May 31st, 2018. Residents may register with Monroe County Municipal Waste Management Authority by contacting Cindy Parks: cparks@thewasteauthority.com. R. Wielebinski requested it be placed on the billboards.

2018 PSATC Conference - D. Asure explained the 2018 Pennsylvania State Association of Township Commissioners (PSATS) conference will be held 06/21/2018 to 06/24/2018 at Skytop Lodge.

Eagle Scout Jared Thomas Cziko

D. Asure informed the board that an invitation was received requesting the Board of Commissioners attend the Eagle Scout Ceremony for Jared Thomas Cziko, 05/12/2018 at 1:00 p.m., at St. Luke's Hall. J. Lastowski noted a second Scout from Troup 85 is obtaining the rank of Eagle Scout. D. Asure will invite the Eagle Scout candidates to a future Board meeting.

Short Term Rentals

D. Asure, Twp. Manager, explained Michael Tripus, Zoning Officer, and herself held a conference call with Host Compliance a company that identifies Short Term Rental properties. Host Compliance believes there are 200 short term rentals in Pocono Township. Host Compliance does the leg work to find the addresses of short term rentals. M. Tripus, ZO, noted it takes hours to research each rental property. Discussion followed. L. DeVito, Twp. Solicitor requested time to review the contract and contact the references.

Public Works Report -

Road Paving Project - D. Asure, Twp. Manager, explained the Township received six bids. She explained the escalator clause will result in an increase in cost for last year's bid. Discussion followed on funding the additional cost.

J. Lastowski made a motion, seconded by J. Belvin, to award the Road Paving Bid for approximately 2.3 miles of additional roads to Hanson Aggregates, LLC as the lowest responsible bidder in the amount of \$295,500.00. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

J. Lastowski requested D. Asure to submit a list of all road projects to the Board.

J. Lastowski thanked D. Asure for all of her work.

TOWNSHIP ENGINEER REPORT:

Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, reported Valve Station #1 is fully functional and will be automated to Valve Station #2 once repairs to #2 is made. Keystone has been reviewing the wiring at the Pump Station and will be making recommendations to bring the Pump Stations up to code.

Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, noted a meeting is scheduled Wednesday with PennDOT and the contractors to get a schedule of work for the spring.

Sanofi Sanitary Sewer Easement - No report - waiting on PennDOT.

Enclosure for Valve Station #5 - J. Tresslar, Twp. Engineer, expects the bid to be out this week.

White Oak Culvert replacement project - J. Tresslar, Twp. Engineer, will provide plans to Robert Sargent, Road Supervisor, to review. He expects to submit the permit application to DEP, soon. Discussion followed on opening a Twp. road section during construction. J. Tresslar will work with L. DeVito, Twp. Solicitor, for the opening of the road to detour residents affected during the construction of the White Oak Culvert. He expected the work to be completed within two days. J. Lastowski requested all property owners effected to be notified.

Fish Hill Road Storm System Notice of Violation from MCCD - J. Tresslar, Twp. Engineer, inspected the area and found approximately 50' has eroded out along Fish Hill Road. R. Wielebinski questioned the culvert under the St. Paul's Church entrance. J. Tresslar noted several culverts are clogged with antiskid material along the road. Discussion followed on ownership the culverts and repairs required. J. Tresslar explained the project will be required to be reviewed by MCCD.

MCTA Road Dedication - J. Tresslar provided a letter concerning the dedication of MCTA Road. R. Wielebinski questioned the condition of the road surface of MCTA Road noting cracking on the road, and the opening of Flute Drive. J. Tresslar noted the Planning Commission discussed Flute Drive but did not make a recommendation. Discussion followed on the possible resident concerns that commercial vehicles would use Flute road through a residential neighborhood.

Valves for Pump Station 2 - J. Tresslar noted the valves required replacement. D. Asure noted Patrick Briegel reached out to Control Clay Products, Inc. and was able to obtain the valves for 500 less. J. Lastowski made a motion, seconded by J. Belvin, to ratify the purchase of two plug valves from Control Clay Products, Inc. for Valve Station 2 at a cost of \$2,029.50 each as recommended in Boucher & James Letter dated 03/19/2018 and by Patrick Briegel. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

TOWNSHIP SOLICITOR REPORT:

Update on Exxon Monitoring Well Agreement - L. DeVito, Twp. Solicitor, explained he sent a proposed draft agreement but has not received a response from Mr. Lopresti concerning the agreement to drill a monitoring well next to the Township's sewer line.

PUBLIC COMMENT:

Maxine Turbolski, Twp. resident, questioned the plans for the library. J. Lastowski noted they have not met with the Library and no decision has been made.

Maxine Turbolski, Twp. resident, questioned the 911 signs. J. Lastowski explained they are the green house number signs required by 911.

Maxine Turbolski, Twp. resident, requested the Board use the microphones. Ellen Gndt, Twp. resident, commented on the Host Compliance Service and the approval of the minutes without her suggested correction.

Ellen Gndt, Twp. resident, questioned if the position of the alternate on the Civil Service is opened to the public. R. Wielebinski explained it was advertised and two applicants applied.

Ellen Gndt, Twp. resident, commented on use of the Kalahari money and if road paving was in the budget. L. DeVito, Twp. Solicitor, noted it is being handled the same way as the previous board. D. Asure noted there is money in the Capital budget that will be used.

Ellen Gndt, Twp. resident, questioned if the audit will be published. J. Lastowski explained they will follow the legal requirements.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:25 p.m. The next regularly scheduled meeting will be held on April 16th, 2018 at 6:45 p.m. at the St. Luke's Ambulance Building, Tannersville, PA. Roll call: R. Wielebinski, yes; J. Lastowski, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Pamela Tripus
Township Secretary