

**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 19<sup>th</sup> 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 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: 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 COMMENTS**Rich 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.

Jerrod 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 22<sup>nd</sup> and the final Kettle Creek Education Series event, Bugs, would be held on Saturday, August 24<sup>th</sup> 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. Grandt'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.