

POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 17th, 2018 7:00 P.M.

The regular meeting of the Pocono Township Commissioners was held on Monday, December 17th, 2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by Vice-President Richard Wielebinski at 7:00 p.m., followed by the Pledge of Allegiance.

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

IN ATTENDANCE:

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

PUBLIC COMMENT:

Joseph Folsom, Pocono Township Fire Company, thanked everyone who participated and contributed to the Mike Tripus Memorial Toy Drive. He noted the Fire Company will continue the Toy Drive in Mike's memory next year.

Joe Mancini, Deerfield Way, Scotrun Estates, spoke concerning speeding on Deerfield Way and the danger to children living on the road. He requested assistance from the Board and Township Police to help curb the speeding. R. Wielebinski noted they will request additional police presence to assist.

Ellen Gndt, Twp. Resident, noted she objected to the hearing on the 2019 budget since the budget was changed from the advertised notice and posted website and 1st reading. In her opinion, she noted errors that she felt were in the Budget.

ANNOUNCEMENTS:

The Township Offices will close at noon on Monday, December 24th, 2018. An Executive Session was held on December 17th, 2018 for possible litigation.

HEARING -

Ordinance 2018-23 - 2019 Pocono Township Budget - R. Wielebinski opened the hearing. Joe Folsom, Twp. Resident, asked if it raised taxes. R. Wielebinski noted the millage will remain the same at 16.1 mils. Ellen Gndt, Twp. Resident, objected to the procedure since it was not the same as the advertised budget on the website and first read. She noted a change was made which did not allow for the 20-day review period. E. Gndt explained she did an analysis of the budget and felt there is a deficit in the budget and will deplete the Capital Reserve fund. Discussion followed.

R. Wielebinski made a motion, seconded by C. Kilby, to close the hearing for Ordinance 2018-23. 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 J. Lastowski, to adopt Ordinance 2018-23 the Pocono Township 2019 Budget with a millage rate of 16.1 mils. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

A full copy of the Transcript maybe obtained from Panko Reporting.

2019-2020 - EHD Insurance Coverage -

R. Wielebinski made a motion, seconded by C. Kilby, to accept the proposal for the 2019-2020 insurance coverage from EHD for a total amount of \$296,443.00 and authorize the Township Manager to sign the documents. R. Wielebinski opened the motion to public comment. E. Gndt questioned the cost. D. Asure noted a 5% increase was budgeted and the total came in at only 3%. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

INTERVIEW FOR PARKBOARD POSITION:

Annabella Lastowski

R. Wielebinski asked Annabella Lastowski if she had time to dedicate to the Park Board. A. Lastowski noted she is available to devote time to the Park Board and has 39 years of experience in Education.

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

MINUTES :

R. Wielebinski made a motion, seconded by C. Kilby, to approve the minutes of the 12/03/2018 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL:

Fiscal Administrator Job Description appointment for Paola Razzaq -

R. Wielebinski made a motion, seconded by C. Kilby, to approve the Fiscal Administrator Job Description and to move Paola Razzaq into the position as an exempt employee with an annual salary of \$52,000.00 effective 01/01/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure noted the position is exempt and will not be an hourly rate but a yearly salaried position.

Fiscal Administrator Bond

R. Wielebinski made a motion, seconded by J. Lastowski, to approve a one-year bond in the amount of \$500,000.00 for Paula Razzaq, fiscal administrator, with Selective Insurance in the amount of \$500.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Public Works Department hiring-

R. Wielebinski made a motion, seconded by C. Kilby, to hire Corey Sayre for the vacancy in the Public Works Department at a starting salary of \$18.80 an hour, per the CBA, effective 01/02/2019 contingent upon passing the pre-employment drug test, receiving positive reference checks and a clean driver's history search. J. Lastowski noted Corey Sayre was a member of the Fire Company and was very involved in the Community. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Public Works - Ryan Huey

R. Wielebinski made a motion, seconded by C. Kilby, to ratify contractual increase to Ryan Huey, effective 11/21/2018 of fifty cents (.50) due to inspection license bringing him to \$18.72 per hour. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

FINANCIAL TRANSACTIONS:

Ratify Vouchers Payable -

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable received through 12/31/2018 in the amount of \$63,234.92. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

R. Wielebinski made a motion, seconded by C. Kilby, to ratify gross payroll for pay period ending 12/02/2018 in the amount of \$103,100.27. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

R. Wielebinski made a motion, seconded by J. Belvin, to approve vouchers payable received through 12/13/2018 in the amount of \$249,430.09. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by J. Belvin, to approve capital expenditures received through 12/13/2018 in the amount of \$132,570.02. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Budget adjustments for line items -

R. Wielebinski made a motion, seconded by C. Kilby, to approve the budget adjustments for line items over budget in the 2018 budget in the total amount of \$97,158.04. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

People's Security Bank signatories-

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the signers on account(s) at People's Security Bank - Gerald J. Lastowski, Richard Wielebinski, Jerrod Belvin, Chad Kilby, Harold Werkheiser, Frank Cefali, and Donna M. Asure. J. Lastowski questioned what would happen if they are unable to get all the Commissioner's signatures. Discussion followed on steps required if not all Commissioners sign. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT - Gerald Lastowski

Resignation of Chad Kilby from the Pocono Township Planning Commission effective 12/11/2018. J. Lastowski thanked Chad for his service to the Planning Commission and the community.

Appointment of Bruce Kilby to the Pocono Township Planning Commission J. Lastowski made a motion, seconded by J. Belvin, to appoint Bruce Kilby to the Pocono Township Planning Commission for a term expiring 12/31/2020. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

COMMISSIONER'S COMMENTS:

Richard Wielebinski, Vice-President -

Employment Agreement Pocono Township Police Chief Kent Werkheiser - R. Wielebinski made a motion, seconded by J. Belvin, to extend an employment agreement with Pocono Township Police Chief Kent Werkheiser to begin 01/01/2019 through the first meeting of January 2020 with a revised agreement to be drafted by 01/22/2019 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

J. Wielebinski made a motion, seconded by J. Lastowski, to extend an employment agreement with Township Manager Donna M. Asure to begin 01/01/2019 through the first meeting of January 2020 with a revised agreement to be drafted by 01/22/2019 Board of Commissioner's meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2926 Route 611 - Inspection for Dangerous Structure - R. Wielebinski made a motion, seconded by C. Kilby, to authorize the Zoning Officer to conduct an inspection of 2926 Route 611 for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser - Commissioner - Absent

COMMISSIONER'S COMMENTS CONT:

Chad Kilby - Commissioner -

Rt. 611 Lighting update - PPL -

C. Kilby made a motion, seconded by R. Wielebinski, to open for discussion the installation of 88 street lights to be maintained and installed by PPL, along Route 611 from Learn Road to the TLC Park. J. Belvin thanked C. Kilby for his work to get this accomplished. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Master sidewalk plan from 715 to Warner Road - Phase 1 -

C. Kilby made a motion, seconded by R. Wielebinski, to authorize the Township Engineer to evaluate the development of a master sidewalk plan from Route 715 to Warner Road. Discussion followed. R. Wielebinski suggested lighting to be added. C. Kilby amended the motion to include lighting, R. Wielebinski seconded the amendment. J. Lastowski suggested sending a letter to all properties involved. C. Kilby noted once properties are identified, then they will be notified. Discussion followed on grant possibilities and project specifics. C. Kilby amended the motion to limit the amount to \$15,000.00 from the general fund, R. Wielebinski seconded the amendment. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin - Commissioner

Update on security issues - J. Belvin noted the security and safety of the employees is important to the Board and steps are being taken to secure their safety. He noted all visitors are required to sign in and wear visitor's badges. Bollards have been installed in front of the buildings.

J. Belvin made a motion, seconded by R. Wielebinski, authorize the installation of security glass not to exceed \$20,000.00 in the Township Offices. D. Asure, Twp. Manager, explained she received two quotes. Discussion followed. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Panic Buttons

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the purchase of panic buttons from Vector Security in the amount of \$750.00 for the installation and a monthly monitoring fee of \$42.00 per month for the first year, subject to the Twp. Solicitor's final review. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS :EMERGENCY SERVICES

Pocono Township Police Department - K. Werkheiser, Pocono Township Police Chief, gave his report for November noting 1,241 incidents were logged in. J. Belvin questioned the increase. K. Werkheiser explained with a full force and LPR units, it has helped increase police presence.

REPORTS CONT:

EMS - St. Luke's - Brad Harrison, St. Luke's Ambulance, gave his report for November noting 90 calls.

Pocono Township Volunteer Fire Company - Brad Harrison, Pocono Township Volunteer Fire Company, gave the November report noting 40 calls were handled.

Park Board - Jennifer Fisher reported for the Park Board noting pavilion rentals were up, the Thursday on the Green movies were a success, and the Park will continue with the events next year. She noted the ice-skating rink should be open after the holiday. C. Kilby thanked the Park Board for their good work.

Finance Committee - No report

Public Works Report

Robert Sargent, Road Supervisor, explained the ice rink will be completed soon. Bollards were installed in front of the buildings and will be capped and painted soon. He noted he is working to have the radios installed and new batteries for portables for Public Works vehicles. The 2019 Peterbilt truck has been delivered.

Administration - Manager's Report

Advertisement of the First Meeting of Board of Commissioner for 2019
R. Wielebinski made a motion, seconded by J. Lastowski, to advertise the first 2019 meeting of the Board of Commissioner for Monday, 01/07/2019 at 7:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Advertisement of first Sewer Committee Meeting for 2019 -
R. Wielebinski made a motion, seconded by J. Lastowski, to advertise the first 2019 meeting of the Sewer Committee Meeting for Monday, 01/07/2019 at 6:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D.ASURE, Twp. Manager, noted she received the resignation letter from Keith Meeker from the Civil Service. R. Wielebinski questioned if the position on the Civil Service has been advertised.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - M. Prugar, Twp. Engineer, explained bids have been received and opened with Ankiewicz Enterprises, Inc. being the low bidder. The Township has until 01/18/2019 to accept or reject all bids. The grant writer has identified a possible grant for funding if the project is determined to aid the reduction of flooding. She noted they are waiting to coordinate with the appraiser to determine the value of land to acquire for the emergency access.

TWP. ENGINEER REPORT CONT:

Fish Hill Road Storm System - The project is fully designed, and the Public Works department believes they can preform the work. Suggested scheduling of work to be done in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Ave
The application was made to PennDOT, Friday, December 14th, 2018. Boucher & James, Inc. has completed the minimum amount of work necessary to start the process.

TLC Bridge Grant - As previously reported, the grant has been received. The work is scheduled to begin on the contract documents to place out the bid by late spring, early summer.

Culvert cleaning maintenance - The Learn road project is complete. Boucher & James, Inc. is reviewing swales and drainage ways at the ends of the storm sewer outlets to see what improvements or maintenance is required. R. Wielebinski questioned who will contact the property owners if maintenance is required. L. DeVito, Twp. Solicitor, noted the Twp. Manager will contact them. Discussion followed on the drainage off Archer Way and drainage off Learn Road.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Update on HJP Park and Open Space - L. DeVito, Twp. Solicitor, noted the previous board had moved to get out of the HJP Park and Hamilton Township has pulled out of the HJP Park. Jackson Township has requested both Pocono Twp. and Hamilton Twp. to give title to Jackson either by warranty deed or quit claim. R. Wielebinski questioned the money spent on the property. L. DeVito noted it was purchased with Open Space Funds and then all three Township contributed yearly, to offset cost of the director and programs. J. Lastowski suggested waiting for additional information before a determination is made. Discussion followed.

Update on Amusement Tax - L. DeVito, Twp. Solicitor, explained he has spoken to Camelback concerning the exemption of the ski resort. He is working to schedule a meeting with all stake holders before the end of January. The Board concurred to postponed implementation of the Amusement tax until after the meeting occurs.

R. Wielebinski made a motion, seconded by J. Lastowski, to delay the implementation of the Amusement Tax until 02/01/2019. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS:

Resolution 2018-62 - Rescinding in part Resolution 2018-61 - R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-62 repealing and rescinding, in part, Resolution 2018-61 and authorizing the Twp. Solicitor to amend its filing with DCED. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS CONT:

Resolution 2018-63 - Issuance of debt obligation -

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-63 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000.00 and ratifying the authorization of the President of the Board and Assistant Township Secretary to execute the lease documents. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-64 - Debt Obligation - Tandem Axle Dump Truck -

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Resolution 2018-64 authorizing and securing the issuance of a debt obligation in the form of a non-appropriation lease in the maximum principal amount of \$124,000.00, to finance a tandem axle dump truck and related equipment and authorize the Vice-President of the Board of Commissioners to execute the lease documents. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-65 - Extension of Time - Pocono Hospitality Land Development Plan -

R. Wielebinski made a motion, seconded by C. Kilby, to adopt Resolution 2018-65 granting an extension of time to satisfy conditions of the plan approval of the Poconos Hospitality Land Development Plan. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Sarah Hagner, 2156 Deerfield Way, spoke concerning a neighboring property that is in disrepair and may have a possible sewage problem. She noted the property is located at 2162 Deerfield. Discussion followed.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Township Zoning Officer and Sewer Enforcement Officer to inspect the property 2162 Deerfield Way and make a recommendation to the Board of Commissioners.

ADJOURNMENT:

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 8:20 p.m. until, 01/07/2019 at 6:00 p.m. - Sewer Committee and 7:00 p.m., regular meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Pamela Tripus
Township Secretary