

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 1

Vice-President Robert DeYoung called the meeting to order at 6:00 pm with the Pledge of Allegiance.

Roll call:

President Werkheiser – Absent
Vice-President DeYoung – Present
Commissioner Lastowski – Present
Commissioner Coover – Present
Commissioner Gandt – Present

Professional Staff:

Attorney Leo Devito – Present
Jon Tresslar – Engineer – Present

Announcements:

Executive session was held 12/7/2017 for personnel matters.
Executive session was held 12/14/2017 for personnel matters.
Executive session was held 12/18/2017 for personnel matters.

Public Comments on matters not on the agenda:

Rich Wielebinski, Township Resident, inquired about the Police Pension Plan overpayment and refund. Commissioner Gandt explained the overpayment the police made to the pension plan was reimbursed to them from the General Fund.

Presentations:

Vice-President, Robert DeYoung, presented Shirley Demarest with a plaque for Bob Demarest's 40 years of service to the community.

Leo Devito, Township Solicitor, opened a Public Hearing for Ordinance 2017-06 – Adoption of 2018 Budget at 6:07 p.m. with comments from the public:

For all public and Commissioners' comments as well as discussion see transcript of Public Hearing.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 2

Public Hearing for Ordinance 2017-06 – Adoption of 2018 Budget was closed at 6:10 by the Township Solicitor.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to adopt Ordinance 2017-06 adopting a budget and appropriating funds estimated to be required for the purposes of the government of the Township of Pocono, and fixing the real estate millage rate at 16.1 for the 2018 fiscal year.

All in favor
Motion Carried

Leo Devito, Township Solicitor, opened a second Public Hearing for Ordinance 2017-07 – PJJWA at 6:13 p.m. with comments from the public:

For all public and Commissioners' comments as well as discussion see transcript of Public Hearing.

Public Hearing for Ordinance 2017-07 – PJJWA was closed at 7:10 by the Township Solicitor.

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to adopt Ordinance 2017-07, ratifying and establishing the water service district of the Pocono-Jackson Joint Water Authority.

EG-No; RD-Yes; JL-Yes; JC-Yes
Motion Carried

Approval of Minutes:

Motion made by Commissioner Gndt, seconded by Commissioner Lastowski, to accept the December 4, 2017 Regular Meeting Minutes.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to accept the December 7, 2017 Special Meeting Minutes.

All in favor
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 3

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to accept the December 14, 2017 Work Session Minutes.

All in favor
Motion Carried

Approval of Bills and Transfers:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to ratify the check list for the prior period dated December 18, 2017.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner Gndt, to approve the Checks and Transfer List dated December 18, 2017.

All in favor
Motion Carried

Report of the President: None

Commissioner's Comments:

Bob DeYoung – Vice President: None

Jerry Lastowski – Commissioner:

Commissioner Lastowski thanked Judi Coover and Ellen Gndt for their service to the Township.

Commissioner Lastowski asked the Township Engineer about BCRA's agreement with the school to put a water line in and whether the residents on Upper Swiftwater Road would then be required to hook up. The Township Engineer will find out if the residents are in the service area and what the exemptions and waivers are. Discussion followed.

Judi Coover – Commissioner:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to appoint Esme Felins to the Pocono Township Park Board, replacing Bob Felins, with a term to expire December 31, 2019.

All in favor
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 4

Ellen Gndt, Commissioner, thanked all those present for the opportunity to serve on the Board.

Reports:

Chief of Police, Kent Werkheiser, reviewed the November statistical report.

Fire Chief, Brad Harrison, reviewed his report for November with Commissioners.

Rodney Wolfe, St. Luke's Ambulance, gave his report for November and indicated St. Luke's Ambulance Association is now a stroke center since receiving the Stroke Accreditation from the Joint Commission of Hospital Accreditation. There will be a blood drive hosted by the Pocono Township Police and Fire Departments at the St. Luke's Ambulance Building on 1/10/2018 from 1 p.m. to 7 p.m. Mr. Wolfe also thanked Judi Coover and Ellen Gndt for their service.

Commissioner Lastowski asked Mr. Wolfe to clarify transports St. Luke's uses. Discussion followed. The Township website was changed to accurately state the process of requesting a transport. To request availability of routine transport services, please call 215-538-4543.

Finance Committee Report:

Loan paydown status:

Commissioner Gndt indicated \$2,000,000.00 was paid to ESSA for the sewer loan, and the time has come for a 3rd quarter review with PFM.

Sewer Committee: None

Administration – Manager's Report:

Capital Improvement Plan:

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the 2018 Capital Improvement Plan.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 5

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to authorize the Township Manager to send a letter approving the Run for the Red Marathon to run through Pocono Township.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to enter in a one-year agreement with Site 2 for back-up services for computer system.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve a wage increase to \$15.00 per hour for Christine Brodsky, part-time Administrative Assistant, based on her annual performance evaluation, beginning January 1, 2018.

All in favor
Motion Carried

Motion made by Commissioner Gndt, seconded by Commissioner DeYoung, to approve a wage increase to \$18.00 per hour for Paola Razzaq, part-time Bookkeeper, based on her initial performance evaluation, beginning January 1, 2018.

All in favor
Motion Carried

Public Works Report:

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 6

Motion made by Commissioner Coover, seconded by Commissioner Gandt, to approve sale of the 2003 Peterbilt single axle dump truck, as listed on Municibid, listing #14185919, to Christopher W. DiStefano, in the amount of \$15,100.00.

All in favor
Motion Carried

Township Engineer Report:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to authorize Payment #3 to the Milnes company as recommended by Boucher & James, in the amount of \$44,153.10.

All in favor
Motion Carried

Rain Gauge Proposal: BCRA suggests installing a rain gauge to go along with the software installed at the Township to monitor rainfall and snow melt infiltration into the sewer system. Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to approve the proposal from Keystone Engineering Group to provide electrical plan preparation as required by Stroudsburg Borough, in the amount of \$5,000.00 and as recommended by Boucher & James.

All in favor
Motion Carried

Rich Wielebinski, Township Resident, questioned whether the electrical permit fee was included in the bid to put the valves in. Discussion followed.

Motion made by Commissioner Lastowski, seconded by Commissioner Coover, to have the Township Engineer write a letter to FEMA stating the township received the correspondence and are in agreement with the mapping methods provided.

All in favor
Motion Carried

Township Solicitor Report:

Leo DeVito thanked the Board for their service and wished everyone a Merry Christmas.

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 7

Resolutions and Ordinances:

Resolution 2017-52 – Belanger – Conditional Plan Approval:

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Resolution 2017-52 granting conditional approval of the Douglas & Colette Belanger Minor Subdivision Plan pending resolution of all outstanding items.

All in favor
Motion Carried

Motion made by Commissioner Lastowski, seconded by Commissioner DeYoung, to approve Resolution 2017-53, granting conditional preliminary/final approval of the Poconos Hospitality Land Development Plan pending resolution of all outstanding items.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve Resolution 2017-54, amending Resolution 2017-42, approving an amendment to the employment agreement with Kent Werkheiser, Pocono Township Chief of Police.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve the 2017 performance pay of \$8,500.00 for Kent Werkheiser, Pocono Township Chief of Police.

All in favor
Motion Carried

Township Manager, Donna Asure, indicated the Township has been accepted into the Municipal Trust and by being accepted into this four-year agreement, for 2018, the Township will save just under \$120,000.00 on worker's comp.

Motion made by Commissioner Coover, seconded by Commissioner Gndt, to approve Resolution 2017-55 authorizing participation in the Municipal Risk Management Workers' Compensation Pooled Trust, for a term of four years.

All in favor
Motion Carried

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 18, 2017
6:00 p.m.**

pg. 8

Motion made by Commissioner Coover, seconded by Commissioner Gandt, to approve Resolution 2017-56, amending Resolution 2017-25, approving an amendment to the employment agreement with Donna M. Asure, Township Manager.

All in favor
Motion Carried

Motion made by Commissioner Coover, seconded by Commissioner Lastowski, to approve a 2017 performance pay of \$8,500.00 for Donna M. Asure, Township Manager.

All in favor
Motion Carried

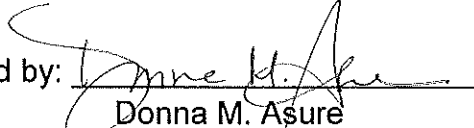
Public Comment:

Chris Ortolan, Maxine Turbolski and Jennifer Fisher, Township Residents, thanked Judi Coover and Ellen Gandt for their service. Maxine Turbolski also thanked Township Manager, Donna Asure, for doing a wonderful job as Township Manager.

Motion made by Commissioner Coover, seconded by Commissioner Gandt, to adjourn the meeting at 8:16 p.m.

All in favor
Motion Carried

Submitted by:



Donna M. Asure
Township Secretary

Pocono Township

December 18, 2017

SUMMARY

Ratify

General Fund	\$	84,917.35
Sewer Operating	\$	-
Sewer Construction	\$	6,140.34

Bill List

TOTAL General Fund	\$	87,345.55
TOTAL Sewer Operating Fund	\$	115,255.71
TOTAL Sewer CONSTRUCTION Fund	\$	1,072,438.60
TOTAL Capital Reserve Fund	\$	90,864.08
Liquid Fuels	\$	450,000.00

<u>Budget Adjustments</u>	\$	-
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<u>Budget Appropriations</u>	\$	-
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Note:

Check # 2012 not added to bills list since it is a replacement for check # 1985 to Kevin Allen for sewer refund. Check was returned to township because address was incorrect.

Pocono Township Check Listing
 Ratify
 December 18, 2017

General Fund	Date	Check	Vendor	Memo	Amount
Payroll	12/07/2017	56499	Kimbal midwest	Pay 25 2017	84,622.86
	12/7/2017	56499	Kimbal midwest	stock parts	284.49
				TOTAL PAYROLL	\$84,622.86

TOTAL General Fund \$ 294.49

Sewer Operating Fund

TOTAL Sewer Operating \$ -

Sewer Construction Fund

12/08/2017	230	Onyx Valve	Sewer project	5,880.00
12/08/2017	231	Onyx Valve	Sewer project	280.34

TOTAL Sewer Construction Fund \$ 6,140.34

Capital Reserve Fund

TOTAL General Fund	\$	84,917.35	
TOTAL Sewer Operating	\$	-	
TOTAL Sewer Construction	\$	6,140.34	
		<u>\$91,057.69</u>	Transferred by:

TOTAL Capital Reserve Fund \$ -

Authorized by: _____

POCONO TOWNSHIP CHECK LISTING

December 18, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/12/2017	56500	Ackeman, Earl	Uniform Allowance	96.09
12/12/2017	56501	ARGS Technology, LLC	IT Service	1,125.00
12/12/2017	56502	Avail Business Systems, Inc.	File folders	161.03
12/12/2017	56503	Best Auto Service Center	Police Vehicle	287.06
12/12/2017	56504	BIU of PA, Inc.	ZO/SEO/BIU	13,127.25
12/12/2017	56505	Brodhead Creek Regional Authority	Sewer	208.34
12/12/2017	56506	Broughal & DeVito, L.L.P.	Legal	4,986.11
12/12/2017	56507	Card member Service	Toner - Police	146.99
12/12/2017	56508	D.G. Nicholas Co.	Supplies	12.31
12/12/2017	56509	DES	Recycling	24.00
12/12/2017	56510	Eureka Stone Quarry, Inc.	Stone	2,189.46
12/12/2017	56511	F&F Paving, Inc.	Refund - Paving permit	25.00
12/12/2017	56512	Family Care Centers, Inc.	Screening - Police hires	676.00
12/12/2017	56513	Flamm, Walton Heimback & Lamm, PC	Employment matters - Legal	2,572.50
12/12/2017	56514	Francis Smith & Sons Inc	Administrative	250.00
12/12/2017	56515	Galls	Cuffs and leg irons	68.46
12/12/2017	56516	Donaghy Insurance Services	Tax Collector Bond	1,544.00
12/12/2017	56517	General Code	Codification	6,339.30
12/12/2017	56518	Goucher, Shawn	Uniform Allowance	320.01
12/12/2017	56519	Highmark Inc.	Spending Account	129.35
12/12/2017	56520	Imaginations	Flowers - Demarest Service	112.00
12/12/2017	56521	J & B Auto	#90 repair	664.94
12/12/2017	56522	Kramer's Sheds	Signage Mt. View Park	5,520.00
12/12/2017	56523	Lynott, Tom	Uniform Allowance/Expenses	860.75
12/12/2017	56524	Manual, Jack	Uniform Allowance	229.09
12/12/2017	56525	Masters Concrete Products, Inc.	Bumper Blocks - Mt. View	261.25
12/12/2017	56526	MCIDA	TIF - New Building Assessment Interim Bill - Sanof	2,932.69
12/12/2017	56527	Metropolitan Telecommunications	Phones - Township/Park	561.42
12/12/2017	56528	Metropolitan Telecommunications	Phones - Police	292.34
12/12/2017	56529	Network Fleet	GPS Service	325.45
12/12/2017	56530	Northeast Pennsylvania Alliance	2018 Membership	275.00
12/12/2017	56531	Otto, Carol	Cleaning	550.00
12/12/2017	56532	P & D Emergency Services	#95 Repair	156.20

General Fund

POCONO TOWNSHIP CHECK LISTING
December 18, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/12/2017	56533	Panko Reporting	Summit Health Transcript	39.50
12/12/2017	56534	Pennsylvania Municipal League	2018 Dues	3,319.50
12/12/2017	56535	Pocono Management Associates LLC	Contracted Services	936.92

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December 18, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/12/2017	56536	Pocono Record	Advertising	1,550.62
12/12/2017	56537	PPL Electric Utilities	Electric	70.00
12/12/2017	56538	Praxair Dist Mid-Atlantic	Cylinder Rentals	25.14
12/12/2017	56539	Prosser Laboratories, Inc.	Water Testing Park	29.00
12/12/2017	56540	RecDesk LLC	Park Reservation Service	1,800.00
12/12/2017	56541	Royal Security Services, Inc	Service Fee	150.00
12/12/2017	56542	Scott's Signs and Printing	Name plate	25.00
12/12/2017	56543	Sparkle Car Wash	Car washes	48.00
12/12/2017	56544	Starr Uniform Center	Ballistic Vest - Aaron Anglemyer	1,100.00
12/12/2017	56545	Stiff Oil Company	Heating Oil - Public Works	1,357.92
12/12/2017	56546	T&M Associates	Management Follow-up	80.25
12/12/2017	56547	ULINE	Cones, Barracades	749.87
12/12/2017	56548	UNIFIRST Corporation	Carpets/Uniforms	154.27
12/12/2017	56549	Virtual Town Hall Holdings, LLC	Website Hosting - 2018	2,200.00
12/12/2017	56550	Wagner, James	Uniform Allowance	369.89
12/12/2017	56551	Weitzmann, Weitzmann & Huffman, LLC	ZHB Legal	1,149.45
12/12/2017	56552	Werkheiser, Kent	Uniform Allowance	404.95
12/12/2017	56553	Wilson Products Compressed Gas Co.	Cylinder Rental	6.75
12/12/2017	56554	YIS/Cowden Group Inc	Tracker training	435.00
12/13/2017	56555	Card member Service	MSLicense/Supplies	330.31
12/13/2017	56556	Classic Quality Homes	Refund Septic Permit	600.00
12/13/2017	56557	Davidheiser's Inc.	Speed Testing	112.00
12/13/2017	56558	Kresge, Scott	Uniform Allowance	47.58
12/13/2017	56559	Sundance Networks, Inc.	Mt. View Park - Internet Service	1,262.49
12/13/2017	56560	Nationwide 457	voided	
12/13/2017	56561	Teamsters	Supplemental pension employee & employer match (police only)	12,334.99
12/13/2017	56562	Teamsters	Union dues (non-police)	506.00
12/13/2017	56563	Teamsters	Union dues (police)	1,195.00
12/14/2017	56564	Jim Loyson	Boot allowance	150.00
12/13/2017	56565	Bartonsville Printing	Zoning Placards	95.00
12/13/2017	56566	PPL	Township /Traffic/ Park	2,119.99
12/14/2017	56567	Timothy Mignosi	Uniform Allowance	555.05
12/14/2017	56568	Steele's Hardware	Snowblower	1,049.90

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December 18, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/15/2017	56570	DG Nichols	Truck parts/shop supplies	45.66
12/15/2017	56571	F&L Doors	Garage doors repairs	925.00
12/15/2017	56572	PAPCO Inc.	Gasoline	2,703.84
12/18/2017	56573	Verizon Wireless	Phones Township	271.32

TOTAL General Fund \$ 87,345.55

Sewer Operating Fund

12/13/2017	1991	Trapp Enterprises	Release Payment	6,750.00
12/13/2017	1992	Thomas G. McKeown	Release Payment	1,550.00
12/13/2017	1993	Jim Schlier	Release Payment	850.00
12/13/2017	1994	Daniel Snyder	Release Payment	1,878.03
12/13/2017	1995	Richard Gaun	Release Payment	600.00
12/13/2017	1996	Richard Gaun	Sewer Refund	572.94
12/13/2017	1997	EEEMA O&M Services Group, Inc.	Professional Services	5,993.59
12/13/2017	1998	Pocono Management Associates LLC	SERVICES 11/27 - 12/3	704.74
12/13/2017	1999	Want To Inc.	Electrical contractors	2,310.00
12/13/2017	2000	Boucher & James, Inc.	Inv # 83560, 83574, 83573, 83182	1,390.76
12/13/2017	2001	Pocono Management Associates LLC	Contracted services 12/4 - 12/10	1,169.54
12/13/2017	2002	Boucher & James, Inc.	Sewer Emergency Response Plan	786.50
12/13/2017	2003	Broughal & Devito	Township Sewer Matters	195.00
12/13/2017	2004	BCRA	2018 BCRA billing	84,015.00
12/13/2017	2005	Metropolitan Telecommunications	Pump Station 5 phone	59.47
12/13/2017	2006	Blue Ridge Communications	Phone/Internet pump stations	44.62
12/13/2017	2007	Pennsylvania One Call System	Professional Services	83.23
12/13/2017	2008	Grainger	Grate & manhole cover hooks	89.68
12/13/2017	2009	PPL	Electric bill pump stations	3,345.53
12/15/2017	2010	Blue Ridge Communications	Phone/Internet pump stations	43.31
12/15/2017	2011	Cramer, Swetz, McManus & Jordan	Legal Services	1,261.23
12/15/2017	2013	FJ Hess	Refund Sewer Fees	468.76
12/15/2017	2014	Joel & Debra Rossi	Refund Sewer Fees	1,093.78

TOTAL Sewer Operating Fund \$ 115,255.71

POCONO TOWNSHIP CHECK LISTING
December 18, 2017

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
12/13/2017	232	Want To Inc	Sewer Valve Project Valve Station 1	3,900.00
12/13/2017	233	The Milnes Company	Air vacuum release valve replacement project	56,885.40
12/13/2017	234	Pocono Township	Transfer to Sewer Operations approved 12/7/17	1,000,000.00
12/13/2017	235	Boucher & James	Inv# 83561, 83570, 83571	11,653.20

TOTAL Sewer Construction Fund \$ 1,072,438.60

Capital Reserve Fund

12/14/2017	188	Hanson Aggregates	2017 Road Maintenance (balance not covered by liquid fuels)	90,864.08
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TOTAL Capital Reserve Fund \$ 90,864.08

Liquid Fuels

12/14/2017	56569	Hanson Aggregates	2017 Road Maintenance (balance covered by liquid fuels)	\$ 450,000.00
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ESSA

TOTAL General Fund	\$87,345.55	
TOTAL Sewer Construction Fund	\$1,072,438.60	Transferred by:
TOTAL ESSA Transfer	\$1,159,784.15	

Wayne Bank
Operating Fund

\$115,255.71 Authorized by: