

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 3, 2018 - 7:00 P.M.**

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The Regular Meeting of the Pocono Township Commissioners was held on December 3, 2018 at the Pocono Township Municipal Building, Tannersville, PA, and opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

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

A moment of silence was held for Pocono Township Zoning and SEO Officer, Michael Tripus, whose dedication and presence will be missed.

IN ATTENDANCE: Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James; Donna Asure, Township Manager; and Christine Brodsky, Administrative Assistant, were present.

PUBLIC COMMENTS: Joe Folsom, Twp. Resident, noted December 9, 2018 would be the Pocono Township Volunteer Fire Department Toy Drive on behalf of Mike Tripus. All proceeds would be donated to the Salvation Army.

ANNOUNCEMENTS: Executive Session was held December 3, 2018 for personnel matters.

HEARINGS: None

PRESENTATIONS:

Arden Mills - Resolution 2018-59

Nathan Walker, Wood Environment Infrastructure, and Leif Johnson, Arden Mills, represented the plan. They have responded to Boucher & James' comments and are awaiting feedback. Commissioner J. Lastowski inquired whether the property would be reassessed for tax purposes. Mr. Walker indicated it would be part of the process when recorded with the county. Commissioner R. Wielebinski inquired about the creation of jobs and their safety records. Mr. Johnson indicated the creation of jobs would be in the construction aspect only. He also indicated they have weekly meetings and monthly group meetings with all employees to focus on all aspects of safety. Discussion followed.

C. Kilby made a motion, seconded by J. Belvin, to approve Resolution 2018-19 granting conditional preliminary/final approval of the Arden Mills Grain silos installation land

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development plan. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Interviews of Candidates for Planning Commission Vacancy:

Bruce Kilby, Twp. resident, and Keith Meeker, Twp. resident and Pocono Twp. Civil Service Board member, were interviewed.

R. Wielebinski made a motion, seconded by J. Belvin, to appoint Keith Meeker to the Pocono Township Planning Commission to fulfill the term of Robert DeYoung which expires on December 31, 2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, no; C. Kilby, abstain; J. Belvin, yes. Motion carried.

OLD BUSINESS:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the November 19, 2018 Work Session of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the November 19, 2018 meeting of the Board of Commissioners with one correction, changing the start date on the agreement for water testing at Mountain View Park with Suburban Testing Labs to December 1, 2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

NEW BUSINESS:

Personnel:

R. Wielebinski made a motion, seconded by J. Lastowski, to grant the medical leave extension as requested by Phil Starner and provided for in the Public Works Collective Bargaining Agreement through January 1, 2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Commissioner R. Wielebinski asked about the Collective Bargaining Agreement and timeframe. Discussion followed.

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the Harassment/Sexual Harassment/Discrimination policy for Pocono Township employees, elected and appointed officials, and professional personnel effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

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J. Lastowski made a motion, seconded by R. Wielebinski, to table the adoption of the Travel Policy for Pocono Township employees. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

C. Kilby made a motion, seconded by G. Lastowski, to adopt the Social Media Policy for Pocono Township employees, effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by C. Kilby, to adopt the Computer and Electronic Device policy for Pocono Township employees, effective January 1, 2019 by which time all will have received training on the new policy. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Financial Transactions:

J. Lastowski made a motion, seconded by J. Belvin, to ratify vouchers payable for the period ending November 29, 2018 in the amount of \$2,867,363.43. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll for the pay period ending November 18, 2018 in the amount of \$97,973.59. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve vouchers payable received through November 29, 2018 in the amount of \$36,567.56. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the capital expenditures received through November 29, 2018 in the amount of \$1,929.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Leo DeVito, Twp. Solicitor, discussed details regarding the financing of 2019 Peterbilt trucks. The Local Government Debt Act requires an ordinance for spending of more than \$125,000.00

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on any capital project. The financing agreement before the board would involve paying directly to the seller a down payment of \$34,770.00 and five payments of \$27,205.25 at 4.75% for the term of the lease. Discussion followed.

J. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-61. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Travel/Training Authorizations (Approve/Ratify) - None

REPORT OF THE PRESIDENT:

Resolution 2018-60 was read aloud by Commissioner Lastowski.

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Resolution 2018-60 appointing Donna M. Asure as Township Assistant Secretary effective 12/3/2018. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

COMMISSIONER'S COMMENTS:

Richard Wielebinski:

Discussion occurred on the vacancy in Public Works department.

R. Wielebinski made a motion, seconded by J. Belvin, to advertise to fill the vacant position in the Public Works Department if a job interview to be held by the Twp. Manager and Road Supervisor proves to be unsuccessful. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Chad Kilby:

C. Kilby made a motion, seconded by J. Belvin, to add \$20,000.00 to the 2019 proposed budget for the purpose of leasing street lights for areas along Route 611 and to correct the draft ordinance prior to advertising. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion followed on leasing 100 street lights for lighting the 611 corridor for pedestrian safety, funding for the project, and the impact the new lighting would have on residents.

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Jerrod Belvin:

Discussion was held on Christmas Eve pay for employees such as police who cannot take advantage of closing at noon on December 24. If an employee must work, they will earn 4 hours of comp time for a single use added to the bank. If they come back in after their normal tour, they would get overtime, not comp.

J. Belvin made a motion, seconded by C. Kilby, to give the Twp. employees who would be scheduled to work Christmas Eve four hours comp time for a single-time use, to be used by the end of the 1st quarter 2019, to make up for them not being able to take advantage of closing early for the holiday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

REPORTS:

Manager's Report:

Helen Beers SEO -

R. Wielebinski made a motion, seconded by G. Lastowski, to appoint Helen Beers as Pocono Township Sewage Enforcement Officer. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Zoning Duties - D. Asure, Twp. Manager, discussed providing zoning services to the Township and BIU not have zoning officers to provide.

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize Boucher & James to provide zoning services for Pocono Township, the number of hours to be determined by our Township Manager, at \$85.00 per hour. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion continued about having a chaperone when performing difficult inspections.

LED Light Installation at Traffic Signals - Per D. Asure, Twp. Manager, this work is scheduled for this week.

FCC License (VHF to UHF) - Gary Hoffman has been filling out the necessary paperwork. It will take about six months.

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Resiliency Bid for Traffic Lights - Work is ongoing with this document.

Grant Writer Meeting on 11/28/2018 - An update was given on the successful meeting with the Grant Writer who was accompanied by a representative who works for HUD. Twp. Manager, D.ASURE, will be receiving an email from the Grant Writer listing the various items discussed.

30 Day Extension Granted to CBH20 Helipad - The deadline for this extension is this week and we are on track to be approved within the 30-day deadline.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement Project - bid opening - An update was given and J. Tresslar, Twp. Engineer, recommends awarding the bid to the lowest bidder because of their qualifications, and the fact they are familiar with this type of work. Bids are good until the end of January 2019.

J. Belvin made a motion, seconded by R. Wielebinski, to order the appraisal for Hallmark Acres Lot 504 the triangular parcel divided by Mr. Tresslar, and in the Keturah D. Fritz property Parcel No. 12/7/1/54. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

Discussion followed.

Fish Hill Road Storm System Notice of Violation of MCCD - No change. J. Tresslar, Twp. Engineer, stated that the project will be completed in the Spring.

LSA Grant for Right Hand Turn Lanes from Rt. 611 onto Rimrock and Bartonsville Ave. - The application and drawings will be complete for submittal to PennDOT by early next week. Waiting further information from PennDOT.

TLC Bridge Grant - Preparing plans and specifications for bidding so work can start in summer.

Culvert Cleaning on Learn Road - Work is complete. Phase II will be surveyed with photos and a memo will be prepared for the Board to get authorization to move forward with recommendations.

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TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring Wells - No additional update available.

Northridge at Camelback - An update was given, and it was noted that Mike Tripus signed off on the three issues. Parking for the units will be closer; stormwater runoff is being administratively reviewed with their development team and with the County Conservation district; and a restricted covenant was provided by the counsel for the developer which restricts timeshares only to this area and that covenant cannot be extinguished or in any way modified without consent of Pocono Township. 170 units are permitted by the Township as part of PRD application and will stay at that number. Discussion followed.

RESOLUTIONS: None

PUBLIC COMMENT - Joe Folsom, Twp. resident, inquired about the interrupters. Discussion followed.

ADJOURNMENT:

J. Lastowski made a motion, seconded by C. Kilby, to adjourn the meeting at 8:28 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted
Christine Brodsky
Administrative Assistant