

**POCONO TOWNSHIP BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES**

**FEBRUARY 19<sup>th</sup>, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, February 19<sup>th</sup>, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

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

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:**

An Executive Session was held on 02/19/2019 for personnel and litigation. Pocono Township Community Day will be held on 06/01/2019.

**INTERVIEW - PARK AND RECREATION BOARD**

Dianna Anglemyer - Dianna Anglemyer gave a brief overview of her experience and willingness to volunteer on the Park and Recreation Board. R. Wielebinski made a motion, seconded by C. Kilby, to appoint Dianna Anglemyer to the Park and Recreation Board with a term to expire 12/31/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

The Board thanked Dianna Anglemyer for her dedication to the community.

**MINUTES:**

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 02/04/2019 Board of Commissioner's regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**OLD BUSINESS:**

PA One Call Contract - No action taken.

**FINANCIAL TRANSACTIONS:**

4<sup>th</sup> Quarter - Fiscal Report- Frank Cefali, Twp. Treasurer, gave an overview of the 4<sup>th</sup> Quarter Fiscal report noting the Township was on track with the budget.

2018 Audit will begin Wednesday, 03/06/2019

Ratify Vouchers Payable -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 02/14/2019 in the amount of \$1,803.88. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**FINANCIAL TRANSACTIONS CONT:**Ratify Gross Payroll -

G. Lastowski made a motion, seconded by C. Kilby, to ratify gross payroll for pay period ending 02/03/2019 in the amount of \$95,081.14. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 02/14/2019 in the amount of \$271,164.11. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

G. Lastowski made a motion, seconded by C. Kilby, to approve capital expenditures received through 02/14/2019 in the amount of \$5,749.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

E-Ticket Units

G. Lastowski made a motion, seconded by J. Belvin, to approve the lowest of three quotes for the purchase of 8 e-ticket units for police vehicles from P & D Emergency Services, including installation, in the amount of \$10,452.00 with an additional cost of \$1,600.00 to Metro-alert for licenses as recommended by Chief Werkheiser. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Signatories

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the following as signers on all approved financial institutions accounts as follows - Gerald J. Lastowski, Richard Wielebinski, Jerrod Belvin, Chad Kilby, Harold Werkheiser, Frank Cefali, and Donna M. Asure. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT - Gerald Lastowski**

Formation of Pocono/Tannersville Business Association - G. Lastowski explained the Township is moving forward with improvements such as streetlighting and sidewalks. We trying to make this more community friendly. G. Lastowski recommended including business owners in the vision of the Township by encouraging a Business Association. Discussion followed.

G. Lastowski made a motion, seconded by C. Kilby, to authorize the Twp. Manager to send a letter to business owners to attend a meeting to discuss the vision of Pocono Township and encouraging the establishing of business owner's association. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident, commented on all business owner to be included. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT CONT:**

Basketball Courts/Ice Skating at Mt. View Park - G. Lastowski spoke concerning the basketball court at Mt. View Park. The court was built to be an ice-skating rink, but it was found not to hold water. He noted on a recent visit to the Park, the gates were not locked, and he was concerned people might try to skate on the portion covered with ice and damage the court. G. Lastowski made a motion, seconded by J. Belvin, to keep the basketball court locked until the Park opens. J. Belvin noted concerns of use of the park while closed. G. Lastowski opened the meeting to public comment. Jen Fisher, Park Board, noted people do use the court when the weather is warm. G. Lastowski noted it will be opened when Mt. View Park is opened. Ellen Gndt, Twp. Resident, questioned the location of the courts. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Tow Policy as presented by Chief Werkheiser - Pocono Township Police Chief Kent Werkheiser explained currently the Township is divided into three zones with three different towing companies. He noted other areas bid out towing or have 'tow of the week' which rotates companies. Discussion followed. The Board concurred to pursue a Tow Policy. G. Lastowski directed Chief Werkheiser to work with L. DeVito, Twp. Solicitor, to draft a proposal for the Board to review.

Monroe County Reassessment - G. Lastowski noted he attended the reassessment meeting with R. Wielebinski and suggested all residents attend one of the remaining meeting to understand the changes to the assessment. He noted the county will notify residents of the new assessments in March. Discussion followed. Joe Folsom, Twp. Resident, commented on the start of the new taxes.

**COMMISSIONERS COMMENTS**

Richard Wielebinski, Vice President

2831 Bartonville Ave - R. Wielebinski noted the windows are broken and house is abandoned.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Zoning Officer to conduct an inspection at 2831 Bartonville Ave for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Harold Werkheiser, Commissioner - Absent

Chad Kilby, Commissioner

Intersection Lighting- C. Kilby explained he will meet with PPL's engineer and Commissioner J. Belvin to walk the sites. The lighting will be broken into two phases - first phase for areas with transformers and poles; and phase two for locations without transformers. An additional expense will be required to move the transformers. Discussion followed on grant funding.

**CHAD KILBY COMMISSIONER'S REPORT CONT:**

Pocono Township Traffic Task Force - C. Kilby explained traffic has caused problems for residents and businesses. He recommended the Township work with State Representative Jack Rader to form a Traffic Task Force to look for alternate solutions to address the traffic concerns. Discussion followed on signage, working with businesses, working with other departments, and notifying residents of alternate routes. C. Kilby recommended the Police, Road Department, businesses and other agencies be involved.

G. Lastowski made a motion, seconded by C. Kilby, to begin a Traffic Task Force for Pocono Township with State Representative Jack Rader and State Senator Mario Scavello. G. Lastowski opened the meeting to public comment. Jen Fisher, Twp. Resident, and Robert Sargent, Road Supervisor, commented on the increase of cell phones apps causing problems on local roads. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin, CommissionerCorner of Laurel Loop and RT. 611

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to do an inspection on the property at the corner of Laurel Loop and Rt. 611 for possible dangerous structure violations. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2477 Clubhouse Road

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Zoning Officer to do an inspection on the property located at 2477 Clubhouse Road, for possible dangerous structure violations. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident, questioned the location of the property. J. Belvin noted it was passed Grammercy Park. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORTS:**Emergency Services

Pocono Township Police - Kent Werkheiser, Pocono Township Police Chief, reported 1086 incidents responded to in January. R. Wielebinski questioned the status of the speeding on Deerfield Way. K. Werkheiser explained they have increased their presences to deter speeding.

EMS Services - Absent

Pocono Township Volunteer Fire Company - Thomas Kresge, Fire Chief, noted 49 call outs for January. G. Lastowski noted a fund raiser will be held on February 23<sup>rd</sup> at Jackson Twp. Fire Company.

**REPORTS CONT:**

Park and Recreation Board- Jen Fisher, Parks and Recreation, explained the pavilion rentals are up and the ice rink is well used. J. Fisher thanked the Road Department for maintaining the ice rink. D. Asure, Twp. Manager, noted a meeting will be held with the leagues for summer scheduling and future needs.

Public Works Department

Road Crew Projects- Robert Sargent, Road Supervisor, explained the foyer tiling was complete. The Department is working to maintain the trucks and snow equipment.

Fire Department Plow Schedule - B. Sargent noted he met with Tom Kresge to discuss snow removal around the Fire House during storms. He noted they will do their best to maintain the access to the Fire Department.

Clean up day discussion on prices and times per year - R. Sargent, Road Supervisor, noted the cost of cleanup has increased and rates have not. D. Asure, Twp. Manager, noted last year's cost is over the bidding threshold. Discussion followed on bidding, electronic collection, cost of disposal, and rates charged. G. Lastowski directed R. Sargent to draft a recommendation for rates for the Twp. Manager by the next meeting. L. DeVito, Twp. Solicitor, suggested the Twp. go out to bid for the cleanups. J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Twp. Manager to bid for cleanup day waste haulers. G. Lastowski opened the meeting to public comment. Richard Almquist noted in his area they have stopped all electronic pickups. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Laurel Lake Guiderail repair - R. Sargent, Road Supervisor, noted he is awaiting quotes for two styles of guiderails.

Pavilion #3 roof repair - R. Sargent, Road Supervisor, explained the support structures on the pavilion are deteriorating and will need to be replaced. Discussion followed. R. Wielebinski requested Jon Tresslar, Twp. Engineer to inspect the structure and to give a cost estimate.

Public Works - R. Sargent, Road Supervisor, asked if the Board would replace Phil Starner who retired. Discussion followed. R. Sargent noted he would like additional discussion on drainage issues. The Board concurred to set up a work session for 03/19/2019 at 5:30 p.m. to discuss the Public Works Department concerns.

G. Lastowski expressed the Board's appreciation for the road crew work during the recent storms.

Administration - Manager's ReportARGS Technology agreement -

J. Belvin made a motion, seconded by C. Kilby, to accept the proposal from Malwarebytes for Endpoint protection as recommended by ARGS Technology for a one-year agreement for 25 licenses at a cost of \$1,102.25 contingent upon all the Township's Solicitor's comments being addressed. G. Lastowski opened the meeting to public comment. Hearing none. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2007 Dodge Durango

R. Wielebinski made a motion, seconded by G. Lastowski, to approve the sale of the 2007 Dodge Durango on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Transfer Switch- D. Asure, Twp. Manager, requested the board motion to bid the transfer switch.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Manager to go out to bid for the installation of the Transfer switch. G. Lastowski opened the meeting to public comment. Ellen Gandt, Twp. resident, questioned the cost. D. Asure, Twp. Manager, explained they are going out to bid to install.

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

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted they are waiting on a possible grant and will provide information to the grant writer.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained R. Sargent is obtaining equipment quotes and he expected the project to be started in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonsville Ave - J. Tresslar, Twp. Engineer, noted it is on hold until the grant award. D. Asure, Twp. Manager, questioned if the grant writer should be involved. The Board directed D. Asure to contact the grant writer.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, is proceeding with the GP-11 permit and work will be scheduled for late summer.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained he is working with R. Sargent to prioritize the work and present to the Board.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, explained they are completing the plan and requested the Board's direction for moving forward. Discussion followed on the timing for presenting the plan to the public.

**TWP. ENGINEER REPORT CONT:**

Archer Lane Update - J. Tresslar, Twp. Engineer, explained he spoke to John Motts, MCCD, concerning the runoff along Archer Lane. J. Tresslar suggested the Township adopt a grading/E&S ordinance to address culverts including driveway culverts.

Pigeon Way/Learn Road Bridge - J. Tresslar, Twp. Engineer, noted he inspected the bridge and it is in poor condition. Discussion followed on improving the intersection.

**TOWNSHIP SOLICITOR REPORT:**

Exxon Monitoring wells update - No report.

HJP Park and Open Space - L. DeVito, Twp. Solicitor, explained during the joint work session with Pocono and Jackson Township, additional information was received for discussion at a future date.

PJJWA - L. DeVito, Twp. Solicitor, explained at the joint work session with Jackson Township Supervisors and Pocono Township Commissioners held earlier. It was decided that he will work with Todd Wietzmann, Jackson Twp. Solicitor, to reach out to BCRA's Solicitor concerning BCRA's intent to purchase PJJWA.

Camelback Helipad and Lot 12 - D.ASURE, Twp. Manager, noted they have complied with the providing the plans and SWM agreements.

**PUBLIC COMMENT:**

Ellen Gandt, Twp. resident, questioned the reason for executive session. L. DeVito, Twp. Solicitor, explained it was for the commissioner's compensation. Ellen Gandt asked who is responsible for Rockcrest Drive. L. DeVito, Twp. Solicitor, explained it is a private road and the property owners are responsible.

**ADJOURNMENT:**

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 8:45 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted  
Pamela Tripus  
Township Secretary