

POCONO TOWNSHIP BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

FEBRUARY 20th, 2018 7:00 P.M.

The Regular meeting of the Pocono Township Commissioners was held on Tuesday, 02/20/2018 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 7:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald Lastowski, present; Bob M. DeYoung, present; Harold Werkheiser, present; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

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

SWEARING IN OF POCONO TOWNSHIP POLICE OFFICERS TO THE POSITION OF CORPORAL:

District Magistrate Daniel Kresge swore in Earl Ackerman, Eric Rath, and Aaron Anglemyer to the rank of Corporal. Gerald Lastowski, President, on behalf of the Board of Commissioners, wished them well and congratulated the officers for their promotion.

ANNOUNCEMENTS:

- 1) An executive session was held on February 20th, 2018 to discuss personnel matters. No action was taken.
- 2) J. Lastowski stated all Public comment will be heard at the beginning of the meetings for all issues including agenda items and the end of the meetings.

PUBLIC COMMENT:

Christopher Ortolan, Twp. resident, questioned the objective for the change of Public comment, asked for additional details on the agenda, and stated in his opinion resident's input helped. J. Lastowski noted the change was to allow the meetings to run more efficiently and professionally. J. Lastowski noted the agenda was changed to reflect 'action' items so residents know the items to be acted on at the meetings.

R. Wielebinski stated Commissioners' emails are public and he welcomed emails from residents on agenda items.

C. Ortolan spoke concerning on the Site2 contract for IT services and commented on: 1) Authorized Personnel should include more than the Twp. Manager; 2) 5.c - the word 'materially'; 3) 13.e - Liability of Site2; 4) 15.e - Auto renewal; 5) 16.c - use of customer's name; and 6) 20.a - hiring. J. Lastowski requested C. Ortolan send his suggestions to L. DeVito with his review. J. Lastowski noted any comments can be sent to the Twp. Manager or Commissioners prior to the meetings so comments can be addressed before the meeting. He noted the Site2 Contract will not be acted on.

C. Ortolan asked if the Board could provide a status report on Short Term rentals.

PUBLIC COMMENT CONT:

Ellen Gndt, Twp. resident, questioned the agenda item for Rob Jacobs, Tax Attorney. L. DeVito, Twp. Solicitor, noted there is a question on a pension payment as to whether it is taxable or not.

E. Gndt questioned if the by-laws took precedence over a motion. L. DeVito, Twp. Solicitor, will review. She stated in her opinion the policy on Public Comment conflicts with the by-laws.

E. Gndt, Twp. resident, asked if a public comment policy was ready to adopt. J. Lastowski noted a policy had not been drafted. E. Gndt stated, in her opinion, the new policy should be reflected on the agenda, and that all public comment be recorded in the minutes.

PROMOTION OF POLICE CORPORALS:

J. Lastowski made a motion, seconded by J. Belvin, to promote Earl Ackerman, Eric Rath, and Aaron Anglemyer to the rank of Corporal, effective February 21st, 2018 as recommended by the Civil Service Commission and Police Chief Kent Werkheiser. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

HEARINGS:

Running Lane Road Vacation - Ordinance 2018-01 - Donna Kenderdine, Court Reporter, in attendance. L. DeVito, Twp. Solicitor, opened the hearing. J. Tresslar, Twp. Engineer, explained the request is for a part Wiscasset Ave. (T-168 Right of Way) to be vacated. Discussion followed on the existing sewer, water and utility easements. L. DeVito opened the hearing to public comment, hearing none.

J. Lastowski made a motion, seconded by B. DeYoung, to close the hearing. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

R. Wielebinski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-01 Running Lane Road Vacation (RT-168-B - Wiscasset Ave). Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; and B. DeYoung, yes; and J. Belvin, yes. Motion carried.

American Candle Liquor License (Dionysus, LLC)- Ordinance 2018-02 - Donna Kenderdine, Court Reporter, in attendance. L. DeVito, Twp. Solicitor, opened the hearing. Geoff Worthington, solicitor for the applicant, briefed the board on the history of the property and the purchase of the license. Kirill Lukov, Dionysus LLC, is intending to allocate a portion of American Candle for the sale of craft beers and wines by the bottle. Discussion followed. L. DeVito opened the hearing to public comment, hearing none.

J. Belvin made a motion, seconded by B. DeYoung, to close the hearing. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

AMERICAN CANDLE HEARING CONT:

J. Lastowski made a motion, seconded by J. Belvin, to adopt Ordinance 2018-02 - Liquor License No. R-19740 intermunicipal transfer from East Stroudsburg to Pocono Township 3414 Rt. 611(American Candle.) Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

A full copy of the Transcripts for the hearings may be obtained from Donna Kenderdine, Court Reporter, upon request.

OLD BUSINESS:Amendment to 01/16/2018 Bill's list

B. DeYoung made a motion, seconded by R. Wielebinski, to amend the motion made 01/16/2018 directing PennVest funds of \$148.25 be placed in the general fund. To be corrected to 'be deposited into the sewer construction fund.' Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

D. Asure, Twp. Manager, explained a question was raised concerning a \$549.97 payment for Short term disability's employer responsibility share of taxes. Previously included under payroll, this year, Paola Razzaq, Twp. bookkeeper, showed it separately to show more transparency of payroll expenses. No action required.

D. Asure explained the \$29.95 charge from Network Fleet dates back to 2016. After contacting Network Fleet, the issue was resolved and a credit in the amount of \$355.29 was found. The credit has been received by the Township.

MINUTES:

J. Belvin made a motion, seconded by R. Wielebinski, to approve the regular meeting minutes of 02/05/2018. Roll call vote: H. Werkheiser, abstained; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

BILLS AND TRANSFERS:

D. Asure noted the vouchers are now broken out into four motions to be more transparent.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the ratified voucher list for prior period dated 02/16/2018, in the amount of \$1,318.11. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

B. DeYoung made a motion, seconded by R. Wielebinski, to ratify gross payroll totaling \$74,900.11 for payroll ending 02/11/2018. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

BILLS AND TRANSFERS CONT:

J. Lastowski made a motion, seconded by B. DeYoung, to approve check listing dated 02/16/2018 totaling \$258,768.58. R. Wielebinski questioned if PFM reviewed the DeMinimis use policy and raised concern that several customers are not paying for the service. Discussion followed. R. Wielebinski stated he was not in support of a zero bill. Roll call vote: H. Werkheiser, yes; R. Wielebinski, no; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by J. Belvin, to approve Capital expenditures totaling \$112,373.50 for the period ending 2/16/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

TRAVEL AUTHORIZATION

J. Lastowski made a motion, seconded by R. Wielebinski, to approve the following travel including registration fees, lodging and travel costs for Commissioner J. Belvin as listed:

- 1) 02/22/2018 & 02/23/2018 FEMA-G290 Information A II, Lehigh County - FREE
- 2) 02/24/2018 PSATS Boot Camp - \$149.00 registration fee
- 3) 03/21, 03/22, & 03/23/2018 - FEMA ICS300-Intermediate ICS for expanding Incidents, Luzerne County - FREE
- 4) 04/03, 04/04, 04/05/2018 FEMA G393 Hazard Mitigation for Emergency Managers, Lackawanna County - FREE
- 5) 04/21/2018 PSATS PMGA, Public Safety - \$125.00 registration fee
- 6) 04/21 through 04/24 - PSATS Conference
- 7) 05/16 & 05/17/2018 - FEMA ICS400 Advanced ICS, Bucks County, FREE
- 8) 05/22 & 05/23/2018 FEMA G386 Mass Fatalities Incident Response, Bucks County, FREE
- 9) 07/18 & 07/19 FEMA G271 Hazardous Weather Preparedness, Pike County, FREE
- 10) 09/25 & 09/26/2018 FEMA G235 Emergency Planning, Montgomery County, FREE

Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE PRESIDENT:

Policy for regular and special meeting minutes, including recording.

R. Wielebinski noted all meetings require minutes. L. DeVito will review the by-laws and make recommendations to the Board. H. Werkheiser questioned if the recordings would be kept indefinitely. D.ASURE noted a motion in 2017 limited the retention of the recordings until minutes are approved.

R. Wielebinski made a motion, seconded by B. DeYoung, to adopt a policy to govern the written minutes of Regular and Special Board of Commissioner meetings with details and public comments, and the recording to be kept only until the minutes are approved, subject to the Twp. Solicitor's review of the by-laws. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Policy for work session minutes

R. Wielebinski noted all meetings including work sessions need written minutes. J. Lastowski noted work sessions do not include official actions. J. Belvin explained he attended a recent seminar which noted written minutes with details were required for all public meetings. Discussion followed. L. DeVito will review the law. No action taken.

Sunshine Act Discussion

J. Lastowski noted a recent article in the Pocono Record concerning the Sunshine law. Discussion followed. L. DeVito noted all impromptu motions will allow public comment. He noted the current board is attempting to inform the public of action items on the agenda and provide additional details in the minutes and agenda.

J. Lastowski, made a motion, seconded by R. Wielebinski, to adopt the policy to allow public comment for impromptu motions and to review the by-laws to comply with the policy. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

REPORT OF THE COMMISSIONERS:

Bob DeYoung, Vice President - none

Harold Werkheiser, Commissioner - none

Richard Wielebinski, Commissioner
Dangerous Structures

1) 2990 Rt. 611 - L. DeVito explained Michael Tripus, ZO, has inspected the site and now requires action by the Board to send the Notice of Violation.

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to send the Notice of Violation on the dangerous structure located at 2990 Rt. 611, Tannersville, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

2) 2765 Rt. 611

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to investigate the dangerous structure located at 2765 Rt. 611, Tannersville, PA. J. Lastowski cautioned the Board on the cost that will be incurred to completely follow the dangerous structure ordinance. D. Asure noted a meeting will be held with County Officials on 02/22/2018 to discuss County funding to assist. Discussion followed on options to cover costs. J. Lastowski requested the Board commit to following through to complete the process. H. Werkheiser noted if a property goes into foreclosure, the Township may not be able to recoup their costs. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

3) Lot 1, Rt. 611, Swiftwater

R. Wielebinski made a motion, seconded by B. DeYoung, to authorize the Twp. Zoning Officer to investigate the dangerous structure located at Lot 1, Rt. 611, Swiftwater, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

4) 38 Pinnacle Way, Tannersville, tenant complaint -

L. DeVito explained Michael Tripus, Zoning Officer, received a complaint with photos from a tenant. M. Tripus noted the photos indicate enough evidence to warrant an inspection.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Zoning Officer to send a letter to the owner of the property located at 38 Pinnacle Way, Tannersville, requesting entrance to perform an inspection. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Jerrod Belvin, Commissioner

1) Adopt PEMA directives concerning EMC & Deputy EMC certification

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the PEMA directives for Emergency Management Coordinator and Deputy Emergency Management Coordinator.

Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

2) Adopt FEMA guidelines for Public Information Officer

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the FEMA guidelines for Public Information Officer. Receive Certificate for each program within first year of hire or within first year of being appointed.

FEMA Courses listed are Independent Study & Classroom are provided at NO cost to local government:

COURSES:

a. G-289 Classroom Information Awareness

b. G-290 Public Information Officer

c. G-291 Joint Information System

d. IS-29 Information Officer Awareness

e. IS-42 Social Media in Emergencies

f. IS-100.b ICS

g. IS-700A NIMS

Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

3) Public Information Officer

J. Belvin made a motion, seconded by J. Lastowski, to appoint Donna Asure as Public Information Officer. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. BELVIN CONT:4) Public Information Officer training

J. Belvin made a motion, seconded by R. Wielebinski, to adopt FEMA training requirements for Road Supervisor & Public Works staff. Receive Certificate for each program within first year of hire or within first year of appointment.

FEMA Courses listed are Independent Study and are provided at NO cost to local government.

COURSES:

- a) IS-100.PWB ICS for Public Works
- b) IS-552 Public Works Role in Emergency Management
- c) IS-554 Emergency Planning for Public Works
- d) IS-556 Damage Assessment for Public Works
- e) IS-558 Public Works and Disaster Recovery

Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

5) FEMA Training for Township Manager

J. Belvin made a motion, seconded by R. Wielebinski, to adopt FEMA training requirements for Township Manager. Receive Certificate for each program within first year of hire or within first year of appointment.

FEMA Courses listed are independent Study and are provided at NO cost to local government.

COURSES:

- a) IS-20.18 Diversity Awareness
- b) IS-100b ICS
- c) IS-240 Leadership & Influence
- d) IS-241 Decision Making & Problem Solving
- e) IS-242 Effective Communications
- f) IS-700.a NIMS
- g) IS-660 Intro to Private-Public Partnerships
- h) IS-906 Workplace Security Awareness

Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Belvin asked the status of the Resolution for reduced sewer rates. L. DeVito noted it will be ready for the next Commissioners meeting.

REPORTS :Emergency Services:

Police - Chief of Police Kent Werkheiser gave his report for January, 2018. He noted the traffic problems during the President's Day weekend and a social media event which was not credible but a concern, especially due to the recent event in Florida. Discussion followed. He requested direction from the board for the vehicle that was damaged by an accident.

Fire - Absent

REPORTS CONT:

EMS - Rodney Wolfe, St. Luke's noted 142 EMS incidents for January. He is continuing to work with County EMS offices to reduce call times. St. Luke's is hosting the AARP tax services at their building.

Park Board - Charlie Trapasso, President of Park and Recreation Board, gave the report. She noted they have secured the events for the Thursday on the Green events, working with Kettle Creek, Friendly Community Center, and Pocono Arts Council for events. She noted Tony Farda is contacting former park employees for this year's season. She is receiving quotes for a new pavilion and marketing companies. A full copy of her report was presented to the Board of Commissioners.

Finance Committee - R. Wielebinski explained they will meet with Frank Cefali, Treasurer, on Thursday.

Sewer Committee - J. Lastowski noted a meeting is planned with Tobyhanna Twp. to discuss the Kalahari issues on 02/21/2018 at 9:00 a.m.

Administration - Manager's Report -

1. Cleaning Services -

D. Asure explained former cleaning person, Carol Otto passed away and she requested the Board's direction in finding a cleaning service for the Police Department, Township office, and maintenance Office.

J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Township Manager to request RFP's for cleaning services for the Township, Maintenance, and Police Buildings. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

2. Revised Civil Service Rules

J. Belvin made a motion, seconded by R. Wielebinski, to adopt the revised Civil Service Rules as recommended by the Civil Service Commission. H.

Werkheiser noted he had not seen the revised rules.

Roll call vote: H. Werkheiser, abstained; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

3. Sale of 2007 Dodge Charger

R. Wielebinski made a motion, seconded by J. Belvin, to award the sale of the 2007 Dodge Charger to the highest bidder on Municibid, Macenzie

Baughman for \$1,300.00. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

4. Sale of 2008 Chevrolet Impala

R. Wielebinski made a motion, seconded by B. DeYoung, to award the sale of the 2008 Dodge Impala to the highest bidder on Municibid, Robert Miller of Royersford, PA, for \$675.00. Roll call vote: H. Werkheiser, yes; R.

Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

5. 2014 Ford Explorer -

D. Asure noted the vehicle was damaged in an accident. She noted the insurance company has \$6,930.28 less \$500 deductible. The claims adjustor requested a 'tear down' to see if the vehicle is totaled. Kent Werkheiser, Police Chief, recommended selling the car. This item was not on the agenda.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the sale of the 2104 Ford Explorer damaged in the accident 'as is' on Municibid. J. Lastowski asked for public comment, hearing none. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

6. Receipt of a time extension for CB H20, LP, Lot 13 & Hotel until 04/02/2018 No action required.

7. Road Master/Road Supervisor Position

R. Wielebinski made a motion, seconded by B. DeYoung, to reject all applications received for Road Master and if possible determine whether any existing Public Works employees are willing to accept the position. H. Werkheiser questioned who the applicants were. R. Wielebinski explained Public Works employees should be considered for promotion, first. Roll call vote: H. Werkheiser, no; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC WORKS REPORT:

1) Wilke Road Stream Stabilization Project - D. Asure noted the work has been completed and the violation has been resolved.

TOWNSHIP ENGINEER REPORT:

1) Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, explained work at Valve Station 1 is completed and Valve Station 2 will be done soon.

2) Route 611 Sewer Line Relocation Work Update - J. Tresslar noted he has requested a meeting with PennDOT.

3) Sanofi Sanitary Sewer Easement - J. Tresslar noted he is still waiting for a response from Sanofi.

4) Update on enclosure for Valve Station #5 - J. Tresslar explained he is getting quotes for prefab and build-from-scratch enclosures. He will present his findings back to the Board.

5) Update on White Oak Culvert replacement project - J. Tresslar reported the survey and design work are complete. He will work with Public Works to see if they can do the replacement, if not the work will need to be bid.

TWP. ENGINEER CONT:6) Payment Application #5 - Milnes Company

J. Lastowski made a motion, seconded by J. Belvin, to approved Payment Application #5 to The Milnes Company for the control valve replacement project in the amount of \$29,301.30 as recommended by the Twp. Engineer in his letter dated 02/02/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

7) Invoice #5 - Keystone Engineering Group for the SCADA Upgrade

J. Belvin made a motion, seconded by J. Lastowski, to approve Payment Application #5 to Keystone Engineering Group for the SCADA Upgrade in the amount of \$13,646.34, as recommended by the Twp. Engineer in his letter dated 02/08/2018. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

B. DeYoung questioned the additional grinder pump for Pump Station #2. J. Tresslar recommended updating the final pump to a grinder pump. He noted they are observing the section of the line to determine if additional flows and debris is entering the system. Discussion followed.

J. Belvin questioned the status of the TLC footbridge. J. Tresslar will inspect soon.

TOWNSHIP SOLICITOR REPORT:

- 1) Site 2 Master Services Agreement - L. DeVito, Twp. Solicitor, will reach out to Chris Ortolan to discuss his concerns. No action taken.
- 2) Ertle Zoning Hearing scheduled for February 27th, 2018. L. DeVito spoke to the applicant's attorney and they have removed the additional car. A Land Development Application has been received by the Township. The Attorney will be requesting a 30 to 60 day extension.
J. Lastowski made a motion, seconded by R. Wielebinski, to authorize the Twp. Solicitor to work with Ertle's solicitor to extend the ZHB hearing up to 60 days. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.
- 3) Rob Jacobs, Tax Attorney, Pension review - L. DeVito explained the Township is requesting advise as to whether pension payments to Christopher Staples are taxable or not.
R. Wielebinski made a motion, seconded by J. Belvin, to retain Rob Jacobs, Tax Attorney, at a rate of \$250.00 per hour to advise the Board of Commissioners on pension issues. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-32 - Amended Resolution for Brookdale Enterprises LLC Minor Subdivision - L. DeVito, Twp. Solicitor, explained the previously approved Resolution 2018-30 did not include the right-of-way language. B. DeYoung made a motion, seconded by J. Lastowski, to adopt Resolution 2018-32 - amending and restating the Resolution granting conditional approval for Brookdale Enterprises, LLC, Minor Subdivision Plan. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Resolution 2018-33 - Planning Modules Brookdale Minor Subdivision - J. Tresslar, Twp. Engineer, explained the Planning Module is a requirement of DEP for planning.

J. Lastowski Made a motion, seconded by R. Wielebinski, to approve Resolution 2018-33 - Planning Modules for Brookdale Minor Subdivision and authorize the Twp. Secretary to forward on to DEP. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC COMMENT:

Dean Hartshorn, Twp. resident/Public Works Employee, questioned if the Board would consider hiring an additional Public Works Employee. J. Lastowski suggested the Twp. Manager, members of the Road crew, Board of Commissioners, and Patrick Briegel meet to discuss and report back by mid-March.

Don Simpson, Twp. resident, questioned why he has not received a sewer refund. Discussion followed. D. Asure will consult with the Sewer committee.

Lori Zimmerman, Twp. resident, questioned the Running Lane Road vacation Ordinance. She requested clarification of the property owner, since her family trust owned the property. Discussion followed on the ownership of the property to be vacated. L. Zimmerman explained the sale of the property has not been completed. L. DeVito noted that he will review the issue and report back to the Board.

Ellen Gndt, Twp. resident, questioned why the Board rejected the applications, since the position was advertised.

Dean Hartshorn, Twp. resident, questioned the status of the purchase of the Mack Truck. D. Asure noted she received notice that the 'build' date will be started next week.

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:35 p.m., until 03/05/2018 at 7:00 p.m., at the Pocono Township Municipal Building, Tannersville, PA. Roll call vote: H. Werkheiser, yes; R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted, Pamela Tripus, Township Secretary