

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**FEBRUARY 4<sup>th</sup>, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, February 4<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\* Corrected by motion, 03/18/2019 from present to absent.

**IN ATTENDANCE:**

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

**PUBLIC COMMENT:**

Ellen Gndt, Twp. Resident, questioned the intern position and items on the agenda.

**ANNOUNCEMENTS:**

An Executive Session was held on 01/24/2019 for personnel.

An Executive Session was held on 01/30/2019 for acquisition of real property and a personnel issue.

An Executive Session was held 02/04/2019 for personnel.

What you need to know about reassessment - Monday, 02/11/2019 from 6:30 to 8:00 p.m. at the PM East High School Auditorium - Monroe County Assessment Office and Tyler Technologies.

Pocono Township Community Day will be held on 06/01/2019.

**MINUTES:**

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 01/22/2019 Board of Commissioner's regular meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PERSONNEL:**

Employment Agreement - Pocono Township Police Chief

G. Lastowski made a motion, seconded by J. Belvin, to continue discussions on the revised employment agreement with Pocono Township Police Chief Kent Werkheiser to be placed on the 03/04/2019 Board of Commissioner's agenda for action. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Employment Agreement - Pocono Township Manager

G. Lastowski made a motion, seconded by C. Kilby, to continue discussions on the revised employment agreement with Pocono Township Manager Donna M. Asure to be placed on the 03/04/2019 Board of Commissioner's agenda for action. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**PERSONNEL CONT:**Intern

G. Lastowski made a motion, seconded by C. Kilby, to authorize the hiring of Thomas Malanga as an intern for Pocono Township beginning 02/05/2019 at the rate of \$10.00 per hour for up to twenty (20) hours per week. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

D. Asure, Twp. Manager, thanked Daria Wielebinski for her assistance in finding Thomas Malanga.

**FINANCIAL TRANSACTIONS:**Ratify Vouchers Payable -

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable received through 01/31/2019 in the amount of \$1,922.20. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll -

G. Lastowski made a motion, seconded by J. Belvin, to ratify gross payroll for pay period ending 01/20/2019 in the amount of \$96,410.55. 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 R. Wielebinski, to approve vouchers payable received through 01/31/2019 in the amount of \$62,671.13. 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 received through 01/31/2019 in the amount of \$17,278.18. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**TRAVEL/TRAINING AUTHORIZATIONS**PSATS

G. Lastowski made a motion, seconded by R. Wielebinski, to rescind the motion made 01/22/2019 approving the attendance of Donna Asure, Twp. Manager, and Richard Wielebinski, Commissioner to the PSATS Annual Conference. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by C. Kilby, to correct approval granted on 01/22/2019 agenda for travel to PSATS Annual Conference for attendees and dates as follows - Jerrod Belvin - April 13<sup>th</sup> to 16<sup>th</sup>, Pam Tripus - April 15<sup>th</sup> & 16<sup>th</sup>, and Robert Sargent - April 15<sup>th</sup> & 16<sup>th</sup>, 2019 and to pay expenses associated with the conference. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORT OF THE PRESIDENT - Gerald Lastowski**Electronic Device Tax -

G. Lastowski made a motion, seconded by J. Belvin, to delay the collection of the Electronic Device Tax until 08/01/2019. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Ertle Service Station

G. Lastowski noted since the passing of Mike Tripus, Mr. Ertle has increased the number of vehicles parked at 3453 Rt. 611. L. DeVito, Twp. Solicitor, noted he spoke to Missy Prugar, Zoning Officer, to bring the property into compliance.

Signs

G. Lastowski commented on the increase of signs in the Township. Discussion followed. D. Asure, Twp. Manager, will request M. Prugar, ZO to inspect for signage.

**COMMISSIONER'S COMMENTS:**

Richard Wielebinski, Vice-President

2926 Rt. 611

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Zoning Officer to file a Notice of Violation on 2926 Rt. 611 based upon the Zoning Officer's inspection conducted of the site. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

CD Investment -

R. Wielebinski noted ESSA has offered to match the Wayne Bank interest rate. Discussion followed.

G. Lastowski made a motion, seconded by R. Wielebinski, to rescind the 01/22/2019 motion made to authorize re-investment of the \$1 million CD to Wayne Bank. 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 G. Lastowski, to authorize the re-investment of the \$1M CD currently at ESSA which matured on 02/03/2019 to ESSA at 2% for 6 months. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Property Maintenance Ordinance

R. Wielebinski made a motion, seconded by C. Kilby, to authorize the Twp. Solicitor to research and prepare a draft Property Maintenance Ordinance. Discussion followed. L. DeVito, Twp. Solicitor, and D. Asure, Twp. Manager, will research ordinances for review. G. Lastowski opened the meeting to public comment. Maxine Turbolski, Twp. Resident, spoke concerning garbage cans and abandoned properties. She thanked the Board for their efforts. Discussion followed. R. Wielebinski stated they are trying to make the Township better for all residents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

## COMMISSIONERS' REPORT CONT:

Harold Werkheiser - Commissioner - Absent

Chad Kilby - Commissioner -

CBI for OSHA -

C. Kilby made a motion, seconded by R. Wielebinski, to approve the agreement with CBI for OSHA 10 training for Public Works Department and the Township Manager at a cost of \$2,000.00 and authorize the President of the Board of Commissioners to execute the document. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Intersection Lighting

C. Kilby explained he spoke with PPL engineers and a few of the transformers are out the service area. PPL will provide a cost estimate for those sites.

Fire Company parking lot - snow events - C. Kilby noted in the past, the Township has provided snow removal for the fire house. Discussion followed on areas to be plowed. D. Asure, Twp. Manager, noted Jack Manual is available.

C. Kilby made a motion, seconded by G. Lastowski, to provide snow removal/plowing of selected areas of the Pocono Township Volunteer Fire Company during snow events. 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.

G. Lastowski suggested the Robert Sargent, Road Supervisor, be contacted to discuss the areas needed to be cleared.

Jerrod Belvin - Commissioner

Township Fire and Medical Providers

J. Belvin made a motion, seconded by C. Kilby, to appoint the Pocono Township Volunteer Fire Company as the Township fire provider and St. Luke's Ambulance as the Townships medical provider and to submit this action to the Monroe County 911 Department.

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

Control Center 2018 Municipal Statistics and Contact Information -

J. Belvin reviewed the totals for the 2018 Emergency response was 12,815 incidents for Police, 586 calls for the Fire Company, and 819 for EMS.

Ordinance 46 - Snow Emergency

J. Belvin requested the Twp. Manager and Twp. Solicitor to review the Ordinance to clarify a State of Emergency verses a Snow Emergency.

Stop the Bleed Initiative - J. Belvin explained the Stop the bleed initiative and training.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the training and associated purchase expenses for the Stop the Bleed Initiative. J. Belvin noted the training will be provided for free by the Deputy Emergency Management Coordinator and would pertain to the Public Works, Admin Offices and the Police officers who need it. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**COMMISSIONER BELVIN REPORT CONT:**

Service Weapons - J. Belvin spoke concerning guidelines for giving service weapons to Police Officers retiring.

J. Belvin made a motion, seconded by C. Kilby, to present former Pocono Township Police Officers Daniel Kresge, Jack Manuel, and Christopher Staples with their service weapons. G. Lastowski questioned how retirement would be defined. Discussion followed on defining retirement and criteria. J. Belvin noted it can be limited to anyone who is vested and who leaves honorable after 18 years. Discussion followed on length of service and condition of the weapons. G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident, questioned giving away of Township property. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Criteria to Police Officer's leaving employment -

J. Belvin made a motion, seconded by C. Kilby, to award police officers leaving employment their service weapon based on the following criteria - 18 years of honorable service unless discharged or leaving for medical reason, which would be approved by Board of Commissioners; and contingent upon paperwork being completed within 120 days for transfer of ownership of the weapon. Discussion followed. G. Lastowski opened the meeting to public comment. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

1<sup>st</sup> Aid - CPR Training - J. Belvin noted previously the employees were given training two years ago and St. Luke's has offered the training for free.

J. Belvin made a motion, seconded by G. Lastowski, to approve training to all employees (to within 1-year expiration) by the end of May for 1<sup>st</sup> aid and CPR training. C. Kilby questioned the employees currently holding certificates. G. Lastowski opened the meeting to public comment. Kent Werkheiser, Pocono Township Police Chief, explained all officers are currently trained. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

**REPORTS:**

Public Works Report -

2019 Road Material Bid -

G. Lastowski made a motion, seconded by C. Kilby, to authorize the Township Manager to go out to bid for the 2019 Road Materials. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Road Paving and Tar and Chip projects -

G. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Manager to go out to bid for the 2019 Road Paving and Tar and Chip projects. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Administration - Manager's Report

Cook Geologic, LLC - D. Asure noted the quote was obtained and reviewed by the Twp. Solicitor.

R. Wielebinski made a motion, seconded by J. Belvin, to enter into an agreement with Cook Geologic, LLC for hydrogeologic services at Mountain View Park, at a cost of \$80.00 per hour for a total of approximately \$1,600.00 and authorize the President of the Board of Commissioners to execute the documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Generator Transfer Switch - D. Asure, Twp. Manager, noted there is a difference in quotes due to the cost of a concrete pad. J. Belvin noted the generator company will not honor the switch unless anchored to a concrete pad. J. Tresslar, Twp. Engineer noted the quotes for the concrete pad were over \$5,000.00 and he recommended the Public Works Department do the work to reduce cost. Discussion followed. D. Asure, Twp. Manager, will direct Robert Sargent, Road Supervisor, to pour the pad.

1M 6 Month CD

G. Lastowski made a motion, seconded by R. Wielebinski, to authorize the following as signers on the newly opened \$1M six-month CD at ESSA; Gerald 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.

JAR Enterprises, LLC

R. Wielebinski made a motion, seconded by C. Kilby, to enter into an agreement with JAR Entertainment LLC for appearance by Optimus Prime and others on Community Day, 06/01/2019 and authorize the Township Manager to sign documents, contingent upon review and approval of the Township Solicitor and Insurance company. 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.

**TOWNSHIP ENGINEER REPORT:**

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, noted they are applying for grants to cover cost.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, noted it will be scheduled to start 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 awarded.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, explained they are in the process of applying for the GP-11 permit and estimated the work to be done late summer when stream flows are low.

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained the swales have been identified.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, noted they are continuing to develop the plan.

Archer Lane Update - J. Tresslar, Twp. Engineer, reviewed his findings on the pond and drainage. Discussion followed on options to address the runoff. No action.

Largeon Logging - L. DeVito, Twp. Solicitor, noted an agreement has been prepared.

G. Lastowski made a motion, seconded by R. Wielebinski, to enter into a Municipal Road Use Agreement with Largeon Logging for use of the Township roads subject to Largeon Logging accepting, executing and delivering the agreement to the Township and authorizing the President of the Board of Commissioners to execute the agreement. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Green Light Go (2017) - J. Tresslar, Twp. Engineer, checked with PennDOT and they will provide plans, specifications and quantities for the Township to use for bidding the construction phase of the project.

Stadden Road Bridge - J. Tresslar, Twp. Engineer, noted he inspected the Stadden Road Bridge and did not find any damage from the tree impact.

**TOWNSHIP SOLICITOR REPORT:**

Exxon Monitoring wells update - No report.

1563 Sullivan Trail - L. DeVito, Twp. Solicitor, explained he is working with Melissa Prugar, Twp. Engineer/Zoning Officer, to draft a notice of violation. If not cleanup in 30 days, they will be cited.

Northridge Reduction - L. DeVito, Twp. Solicitor, noted he received a letter from Richard Almquist requesting a reduction of their Letter of Credit. He will reach out to T&M Engineering to review the request.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

G. Lastowski made a motion, seconded by C. Kilby, to convene into executive session to discuss a personnel issue at 8:25 p.m. and adjourn the meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully submitted  
Pamela Tripus  
Township Secretary