

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: January 10, 2018
TIME: 5:05 pm
PLACE: Township Building
PRESIDING COMMISSIONER: Jerry Lastowski
ROLL CALL:

Harold Werkheiser - Absent
Richard Wielebinski – Present
Robert DeYoung – Present
Jerrod Belvin – Present

Also present Chief Kent Werkheiser, Leo DeVito-Solicitor, Donna Asure-Township Manager

Public Present –

Ellen Gndt – Township Resident

The work session was called to order at 5:05pm by President Lastowski and the board immediately adjourned into executive Session for personnel matters at 5:07pm. Board members, Solicitor DeVito, Chief Werkheiser and Donna Asure were included in the executive session.

The Board reconvened the work session at 5:50pm to continue with the agenda. No decisions were made during executive session. The public was invited back into the work session.

- Firearms – The Chief requested the Board consider allowing the presentation of the duty weapon to recently honorably discharged officers.
- ESSA Loan – Documents are being prepared by the solicitor for modification of the recently reduced sewer loan (\$2M) for approval and signatures of the Board
- Exxon Station Monitoring Wells – the Board received a letter from Boucher & James outlining the issue of monitoring wells at Dairy Queen next to the force main for the township sewer systems, for the fuel spill at the Exxon Station. Discussion surrounded the types of agreements that must be in place for this request to be granted.
- Manager Ordinance and contract – The Board received the previous Manager Ordinances (2014-01, 2016-02, 2016-05) and discussed differences.
- Chief Contract – copies of contract with Chief of Police were distributed. Discussion occurred. The Board requested the solicitor draft amendments of the existing contracts for the manager and Chief for review and discussion.
- The manager was asked to find evaluation tools for management positions such as the manager and the Chief of Police
- Personnel –
 - Job descriptions
 - Performance Evaluations
 - 2018 Salaries
 - Christine Brodsky
 - Road Master
 - Advertise for 2018 Park employees

➤ Township Secretary and Assistant Secretary

Discussion took place surrounding all items listed above under personnel. The manager was asked to develop a master plan of how the township should function. In doing so job descriptions, evaluations and salaries should be developed based on the master plan and presented to the board.

- Discussion occurred concerning a meeting with Tobyhanna and Kalahari dealing with sewer usage, EDU's and the agreement. The manager will consult with Attorney Tim McManus and then request a meeting with Tobyhanna.
- Discussion surrounding time clocks and the township payroll system took place. The manager was asked to perform due diligence with a payroll system that will work for the township. The board advised the manager that she nor the Chief of Police should be punching in on a time clock.
- The manager was asked to get dates with the architect who is designing a concept plan for the township complex for a work session with the new board. The architect has already met with the Chief of Police and will meet with the public works staff as well as administration staff. The board discussed the library and it's needs as part of the renovation plan.
- By-laws – The board was given copies of the By-laws for review and discussion
- Committees – who will serve, when to meet
 - Finance Committee
 - Sewer Committee
 - Renovation Committee

Discussion took place on committees. The by-laws govern the finance committee. The board is considering advertising for persons in the community interested in serving on the sewer and renovation committees.

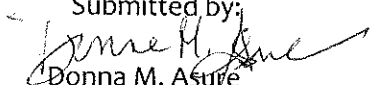
- Bills and transfers motion – The Board was given the current motion (December 2016) governing the payment of bills. Discussion followed concerning whether this motion needs modification. The manager will add anything that may be missing for action at the next meeting.
- Purchasing Policy – The board received a copy of this policy for review
- Appointments to Volunteer Boards – the Board discussed the process for interviewing volunteers based on the motion made at the January 2, 2018 meeting. The manager will advertise the January 16, 2018 meeting to start at 6:45pm so as to interview the candidate for vacancy board.
- Park Board –
 - guidance on their role and authority
 - NCC MOU
 - request to pay for additional bricks from 2017 budget - \$1,697.75

Discussion took place concerning the above Park Board items. The Park Board will be asked to do a monthly report at the second meeting of the month to the BOC. The solicitor was asked to review and revise Resolution 2017-03, dealing with the authority of the park board. Discussion took place concerning the process for approving expenditures at the park.

- Civil Service Protocol for injuries – The Board was issued copies of the draft created by the Civil Service Board for police department work related injuries and illnesses. The Board will review and discuss at next meeting.
- SMO – Ordinance 2012-03 was distributed and discussed. The manager presented costs to send postcards to all homeowners to remind them of the mandatory ordinance and its requirements. Discussion followed on enforcement of this ordinance.
- \$1M CD – ESSA – the board discussed the CD which will be coming due February 3rd. This will be placed on the agenda for Tuesday, January 16, 2018.
- Boucher & James – Northridge and Plaza 611 – Discussion took place concerning which engineering firm should conduct inspections on behalf of the township for the listed projects.
- Culvert Replacement – B&J presented a memo for discussion concerning the replacement of a deteriorated culvert on White Oak Drive. This will be placed on the January 16, 2018 agenda.
- Cell Tower in Mountain View Park – the Board was informed that the gentleman who contacted the township about placing a cell tower is not able to give any more information. Discussion followed.
- STR – Discussion occurred on issuing licenses in private developments under the Short-Term Rental Ordinance
- Union and Township proposals for current PW CBA negotiations – The Board was given copies of the proposal to and from the township and union for the current PW CBA negotiations.
- Ordinances –
 - Dangerous Structures
 - Fire Alarms
 The Board was provided copies of the above ordinances for future discussion with the fire company and the township on enforcement.
- Correspondence File – The manager informed the board that she will have a correspondence file in her office for everyday correspondence that the Board can review and initial.
- Filing Cabinet for Commissioners – the manager is creating space for each commissioner to be able to store paperwork in the township
- Information from township boards – email agendas, minutes, etc – The manager received direction on how the Board would like to stay informed concerning all township boards.

NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

The work session ended at 9:00pm.

Submitted by:

 Donna M. Asure
 Township Manager