

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: January 31, 2018
TIME: 5:00 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, Sgt. Shawn Goucher, Leo DeVito-Solicitor, Jon Tressler – Engineer, Donna Asure-Township Manager

Public Present –

Keith Meeker, Ellen Gnandt – Township Resident

The work session was called to order at 5:00pm by President Lastowski.

- Jon Tressler – B&J – Township Engineer
 - change orders - #3 and #4 from Milnes Co. concerning the sewer were discussed and will be placed on the February 5, 2018 agenda for board decision
 - Brookdale minor subdivision – a five lot minor subdivision which will possibly be placed on the February 5th agenda for conditional approval. The Board discussed whether to request additional Right of Way from the land owners
 - Simpson Lot Line adjustment – still open issues pending
 - Classic Quality Homes – lot line adjustment which will be on the February 5th agenda for decision on conditional approval.

The Board adjourned into executive session for personnel matters at 5:45pm.

Board members, Solicitor DeVito, Chief Werkheiser, Sgt. Goucher and Donna Asure were included in the executive session.

The Board reconvened the work session at 6:30pm to continue with the agenda. No decisions were made during executive session. The public was invited back into the work session.

- Police – the Chief and Sergeant discussed several things with the board
 - Peace Officers Day Budget – The Chief is requesting a budget of \$1200 to assist the American Legion with Peace Officers’ Day at the TLC Park
 - Purchase of vehicles – 5 vs 3 – a discussion took place as to whether to purchase three vehicles budgeted in the 2018 budget plus two more through the LSA grant or some lesser number. February 5th agenda item
 - LSA grant – insurance issue – The solicitor will reach out to the township’s insurance agent to clarify the insurance language in the contract
 - Guns to former officers – there was discussion as to the guidelines for a police officer to receive his/her duty weapon. The Chief will work on criteria for the future.

- Committee approval of Staples pension (per ordinance committee is finance committee and Chief) – the board recessed the work session at 7:22pm so the pension committee made up of Commissioner DeYoung, Commissioner Wielebinski and Chief Werkheiser could meet on the Staples pension. Motion by Commissioner Wielebinski, seconded by Commissioner DeYoung and carried to approve the pension for Christopher Staples.
The work session reconvened at 7:25pm.
Chief Werkheiser and Sgt. Goucher left the work session at this time.
- President –
 - Chain of Command – Discussion took place concerning the chain of command for both the board and the staff. The Board reviewed the organizational chart and asked for it to be reviewed concerning the police.
- Commissioner Werkheiser – Though Commissioner Werkheiser was unable to attend the work session he asked that the board be informed that he believes the township should purchase a bucket truck.
- Solicitor –
 - Site 2 – insurance issue -- the township’s insurance policy will not provide coverage as requested by this contract. The manager will contact the company to see if some agreement may be reached
 - Exxon Monitoring Wells – a copy of an agreement concerning the requested monitoring wells on Dairy Queen property next to the township’s sewer main too place.
 - American Candle – The new owners have requested a hearing be held by the BOC concerning their application for a liquor license for the property. This will be placed on the Feb. 5th meeting
 - Running Lane – this concerns the requested road vacation on Wiscasset Lane in front of Pocono Brew Company. It will be placed on the Feb 5th agenda
 - Park Board Resolution – the board, after some discussion, requested a work session with representatives of the park board. The manager will arrange
 - NCC MOU – the solicitor reviewed the document and the board asked that he change the MOU to an agreement and see if NCC is agreeable with the change
 - Conservation District Agreement for animal shows – after discussion the solicitor was asked to write a one-page agreement for the programs.
 - Walk-in-the-Park in park utilizing Camelback Road – after discussion the board concurred that a Walk-in-the-park was a very good idea but could not go outside of the park onto state roads
 - Kopelson Land Development Plan – discussion concerning the plans that have been submitted took place and the solicitor was asked to revise the resolution granting preliminary plan approval and granting a 12-month extension from the time PennDot announces their final 715/611 realignment plan
- Emergency Management Photos – Commissioner Belvin discussed the different color coding of the photo ID’s.
- Donation to Kettle Creek – a request was received asking for a donation to Kettle Creek. The Board agreed the organization has wonderful programs. The manager was asked to see what other township do when asked for donations.

- Manager Ordinance – the board will review the three version of the manager’s ordinance
- Personnel –
 - Job descriptions
 - ZHB Secretary
 - Performance Evaluations - management
 - Road Master/road supervisor/sewer consultant

Discussion took place surrounding all items listed above under personnel. The manager distributed draft copies of updated job descriptions for the board to review and discuss at a later time. ZHB Secretary will be placed on the Feb. 5th agenda.

- Architect – Discussion surrounding the renovation of the current property took place. The architect met with staff and is preparing a written plan for the BOC which will be ready for a work session with the board in about 3 – 4 weeks.
- MCTA Road dedication – the board asked the manager to contact MCTA and have them come to a regular board meeting to do a presentation of their request
- Tobyhanna meeting concerning Kalahari –The manager will contact Tim McManus and Tobyhanna to arrange a small meeting
- Police Roof – The board was informed that the leak issue at the police building hopefully has been resolved and repaired with the bill being \$2741.00 to do this repair
- Letter to concur with 715/611 realignment – the manager was asked to contact Senator Scavello’s office to see if there is a time frame for a public announcement of the project and the township’s role
- Committees –
 - Finance Committee – would like to arrange a conference call with PFM
 - Sewer Committee – the board is considering volunteers from the township.
 - Renovation Committee – Members of the former CIP have indicated their interest in serving on this committee
- Purchasing Policy – kept on agenda as commissioners may wish to review
- Sign Ordinance – planning commission reviewed and recommended some changes. Placed on Feb 5th agenda for discussion and possible hearing date. It was also requested that the Planning Commission be asked to review the temporary sign section of the ordinance for possible revisions
- PSATS Conference – April 22nd thru 25th - this will be placed on Feb. 5th agenda to approve attendance

- Civil Service Rules and Regulations and 2017 Annual Report – the board will review the revisions to the rules and regulations for discussion at the Feb. 20th regular meeting. The manager will report on Feb. 5th the receipt of the annual report
- SMO – the board was given an update on enforcing the mandatory ordinance
 - Permit Manager being updated
 - Bulk mailing stamp
 - Postcard
- Underground Storage Tanks – the project is moving forward with a tentative removal date of late March
- \$1M CD – ESSA – coming due February 3rd – the manager and book keeper have been receiving quotes from several banks for another CD. This will be placed on the Feb. 5th agenda
- Ordinance –
 - Dangerous Structures – this will be placed on Feb. 5th agenda for a discussion/presentation by the ZO
 - Fire Alarms – checking with fire company
- Correspondence File
- Filing Cabinet for Commissioners
The board was advised that a filing cabinet and correspondence file had been set up in the manager's office for the board.

The Board adjourned into executive session to discuss personnel and negotiation issues at 9:16pm announcing to the public that they would not reconvene the regular meeting.

Board members, Solicitor DeVito and Donna Asure were included in the executive session.

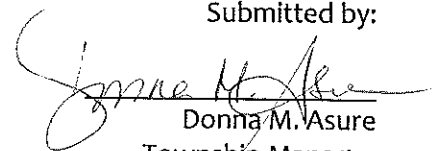
The Board came out of executive session and ended the work session at 10:03pm.

No decisions were made during executive session.

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