

**POCONO TOWNSHIP BOARD OF COMMISSIONERS**  
**REGULAR MEETING MINUTES**  
**JULY 2<sup>nd</sup>, 2018 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Tuesday, 07/02/2018 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, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

**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:**

Maxine Turbolski, Twp. resident, commented on the need of road patching on Brookdale Road, Dyson Road, Sunset Drive, and Pippin Way. She asked about the renovation plans. J. Lastowski explained the Township is working with a realtor to look at various alternatives.

Ellen Gndt, Twp. resident, questioned the settlement for Christopher Staples. J. Lastowski read the motion to be approved. Discussion followed. L. DeVito, Twp. Solicitor, explained it was to resolve the last two remaining issues.

**ANNOUNCEMENTS:**

A) An executive session was held on June 27<sup>th</sup> 2018 to discuss personnel.

B. DeYoung made a motion, seconded by R. Wielebinski to suspend the agenda to hire the new Pocono Township Police Officers. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Hiring of Pocono Township Police Officers -

J. Lastowski made a motion, seconded by J. Belvin, to hire Ryan Melley, James Scott, Joseph Bianchi and Kristen Long effective 07/02/2018 as Police Officers to the Pocono Township Police Department. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**SWEARING IN OF NEW POLICE OFFICERS:**

District Magistrate Daniel Kresge swore in:

Ryan Melley

James Scott

Joseph Bianchi

Kristen Long

J. Lastowski welcomed the new Pocono Township Police Officers and noted how proud the Township is of the Police Department. The Board congratulated the new officers.

**OLD BUSINESS:****MINUTES:**

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the corrected minutes of the 05/21/2018 regular meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by B. DeYoung, to approve the minutes of the 06/18/2018 meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**NEW BUSINESS:**Personnel

B. DeYoung made a motion, seconded by J. Belvin, to ratify the hiring of Michael Halsell as seasonal park employee, beginning 06/29/2018 at a rate of \$12.00 per hour for approximately 39 hours per week. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Seasonal Park Employees:

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the hiring of Joshua Hartman as seasonal park employee, beginning 06/23/2018 at a rate of \$12.00 per hour for approximately 39 hours per week. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

FMLA Leave

J. Belvin made a motion, seconded by J. Lastowski, to approve intermittent FMLA for Laura Fluegel from 05/24/2018 to 05/24/2019. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Merit increases -

J. Belvin made a motion, seconded by J. Lastowski, to approve a merit increase for Pamela Tripus from \$21.09 to \$23.27 per hour effective 07/02/2018. Roll call vote: 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 approve a merit increase for Robert Sargent from \$26.00 to \$28.00 per hour effective 07/02/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve a merit increase for Paola Razzaq from \$18.00 to \$21.15 per hour effective 07/02/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Financial Transactions-Ratify Vouchers Payable

R. Wielebinski made a motion, seconded by J. Lastowski, to ratify vouchers payable for the period ending 06/29/2018 in the amount of \$2,975.21. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Ratify Gross Payroll

R. Wielebinski made a motion, seconded by B. DeYoung, to ratify gross payroll for pay period ending 06/17/2018 in the amount of \$88,850.48. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Vouchers Payable

J. Lastowski made a motion, seconded by R. Wielebinski, to approve voucher payables received through 06/29/2018 in the amount of \$76,787.40. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Capital Expenditures

R. Wielebinski made a motion, seconded by J. Belvin, to approve Capital expenditures received through 06/29/2018 in the amount of \$230,588.34. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

D. Asure noted it included the Seal Coat contract payment.

**REPORT OF THE PRESIDENT**

Gerald Lastowski, President spoke on the issues of the Fish Hill Culvert project and the development of a plan to inspect the roads and culverts on a yearly basis. Discussion followed on preventable maintenance of Twp. roads.

**COMMISSIONERS COMMENTS**

Robert M. DeYoung, Vice-President - no report.

Harold Werkheiser, Commissioner - absent.

Richard Wielebinski, Commissioner, commented on the line striping on less traveled roads.

Jerrod Belvin, Commissioner - no report.

**REPORTS:**

FINANCE COMMITTEE - No report.

ZONING OFFICER - Michael Tripus, Zoning Officer, gave his report for June and a year to date report. He noted 11 Short term rental application were received, 7 certificate issues, 2 withdrawn, and 2 in process.

ADMINISTRATION - MANAGER'S REPORT

PenTelaData -

R. Wielebinski made a motion, seconded by J. Belvin, to ratify the PenTeleData agreement, increasing the Township internet speed from 08/2 to 50/5 for a term of one year for a cost of \$149.95 per month as recommended by ARGS Technology. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Taser Purchase - K. Werkheiser explained the Taser is manufactured and serviced by one company. Discussion followed.

J. Belvin made a motion, seconded by J. Lastowski, to authorize the purchase of seven Tasers from Axxom at a cost of \$8,134.00 as budgeted in the 2018 budget pending review of sole source by the Twp. Solicitor. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

MCTI Agreement

J. Lastowski made a motion, seconded by R. Wielebinski, to ratify the agreement with MCTI for Police services at \$78.00 per hour for the 2018-2019 School year. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Update on TLC Field and ESSA Grant - D. Asure, Twp. Manager, noted she spoke to ESSA foundation and a the next grant is available in September to apply for funding for repairs to TLC ballfield.

Police Pension

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the advertisement of a public hearing for the Police Pension Ordinance for 08/06/2018. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Pocono Logistics ZHB

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to represent the Township at the Zoning Hearing for Pocono Logistics scheduled for 07/31/2018 at 5:00 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PA House Finance Committee - Resolution 291

D. Asure, Twp. Manager reported that on 03/14/2018, HR291 directs the PA Department of Revenue, along with the DCED to conduct a study to see if they should replace the current Local Tax Collection system and roll up the Local Earned Income Tax to be collected by the Department of Revenue at the State level. The study is required to be completed by 12/31/2018. PA State Representative Jack Rader spoke concerning the bill.

Representative Rader noted he is continuing to work on the bill for leaf collection.

Met-ED Meeting - D.ASURE noted a meeting will be held 07/17/2018 at 7:00 p.m. at Stroudsburg High School for Met-ED customers who experienced power failures and delay in restoration of power.

Intersection of Route 611 and Rimrock Road cost analysis-

D.ASURE, Twp. Manager, explained she has spoken to State Senator Mario Scavello who is considering a grant for right hand turn lanes at Rimrock Road and Bartonsville Ave. As part of the grant, he is requesting the Twp. Engineer's prepare a cost estimate for the project. PA State Representative Jack Rader noted he spoke to PA Senator Mario Scavello and the cost estimate is necessary for the grant. Discussion followed. J. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Engineer to conduct a cost analysis study for the intersections of Route 611, Rimrock Road and Bartonsville Avenue for submittal with a grant request for right hand turning lanes in both directions as requested by PA State Senator Mario Scavello. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

PUBLIC WORKS REPORT:

Paving Project Update - D.ASURE, Twp. Manager, explained the Seal Coat project is completed. The paving project has started with Scotrun Drive, Meadow Court completed. The Public Works Department has installed pipes on Babbling Brook Road with four additional pipes remaining to be installed.

Hiring of Public Works employees - D.ASURE, Twp. Manager, explained approximately 15 qualified applications were received and Bob Sargent Road Supervisor and herself will conduct interviews. She expects the recommendations will be ready by the 07/16/2018 BOC meeting.

Township Engineer Report:

Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, reported the work complete. A few punch list items remain.

Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, reported a meeting with UGI will be scheduled, soon. Discussion followed on UGI's work planned near the sewerline. J. Tresslar noted a problem with Prosser Labs not marking out the sewerlines for construction work (PA One Call). D.ASURE, Twp. Manager explained she spoke to Patrick Briegel and they are reviewing the Prosser Labs contract. Discussion followed. No action taken.

Sanofi Sanitary Sewer Easement - J. Tresslar, Twp. Engineer, explained the portion of the Sewer Easement is in the PennDOT right-of-way.

Update on White Oak Culvert replacement project - No report.

**TWP. ENGINEER REPORT CONT:**

Update on Fish Hill Road Storm System Notice of Violation from MCCD - Discussed under the President's report.

Infrastructure meeting with Monroe County Planning Commission - J. Tresslar, Twp. Engineer, reported the meeting was to discuss the MCPC's plan to update the County infrastructure plan. MCPC is offering assistance to Township with data collection and other projects.

Township Solicitor Report

Exxon Monitoring Wells Agreement - L. DeVito, Twp. Solicitor, explained he is waiting for a response. Discussion followed.

Amusement Tax Ordinance - L. DeVito, Twp. Solicitor, explained at the Board's request he investigated the issue to exempt the Volunteer Fire Company from the Amusement Tax.

J. Belvin made a motion, seconded by R. Wielebinski, to authorize the Township Solicitor to advertise for a Public hearing on 08/06/2018. D. Asure, Twp. Manager, reported she reached out to Camelback and Great Wolf to request information on their ticket sales and informed them the Township is moving forward with the Ordinance. Discussion followed. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Manager's Ordinance - L. DeVito, Twp. Solicitor, explained discussion has occurred on the Twp. Manager's ordinances and the Ordinance has been revised.

J. Lastowski made a motion, seconded by J. Belvin, to authorize the Township Solicitor to advertise for a public hearing on 08/06/2018 concerning Manager's Ordinance. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

Staple's Settlement Agreement - L. DeVito, Twp. Solicitor, explained it is for resolution of all existing claims with Mr. Staples.

J. Lastowski made a motion, seconded R. Wielebinski, to approve the settlement agreement with Christopher Staples which consists of a payment of \$7,723.52, less standard withholdings, representing payment for 120 hours of accrued and unused vacation and 104 hours of accrued and unused holidays for which he will receive a W-2 and a payment of \$7,599.80 representing a tax reimbursement and to authorize the President of the Board of Commissioners to execute the document. D. Asure, Twp. Manager, asked for the clarification as to the timing of the payment of the settlement. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; B. DeYoung, yes; and J. Belvin, yes. Motion carried.

**PUBLIC COMMENT:**

Michael Velardi, Twp. Resident, Pocono Circle, spoke concerning drainage in front of his home. J. Lastowski requested he contact the Road Supervisor.

Christopher Ortolan, Twp. Resident, Tara Drive, questioned the tar and chip on his road and others. R. Wielebinski noted the seal coat should extend the life of the roadways for an additional 3 years. Discussion followed.

Christopher Ortolan, Twp. Resident, spoke concerning the amusement tax ordinance.

Keith Meeker, Twp. Resident, congratulated Jerrod Belvin for his emergency management training and being accepted on the County Emergency Planning Commission (LEPC).

Ellen Gndt, Twp. Resident, commented on the 06/04/2018 minutes concerning pension motion. Discussion followed. J. Lastowski requested D. Asure contact the actuary to discuss.

Ellen Gndt, Twp. Resident, requested Public comment after each reports and commented on the 611 & Rimrock Road grant.

**ADJOURNMENT:**

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

Respectfully submitted  
Pamela Tripus  
Township Secretary