

**POCONO TOWNSHIP BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 18th, 2019 7:00 P.M.**

The regular meeting of the Pocono Township Commissioners was held on Monday, March 18th, 2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald J. Lastowski at 7:05 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.

IN ATTENDANCE:

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

PUBLIC COMMENTS:

Christopher Ortolan, Twp. resident, spoke concerning the seal coat work done on Tara Drive, last year and a problem short-term rental property in his neighborhood.

Ellen Gndt, Twp. resident, commented on the purchase of police cars and trucks and requested more detail to be included with the agenda.

ANNOUNCEMENTS:

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

Executive Session was held on 03/11/2019 to discuss personnel

Executive Session was held on 03/13/2019 for acquisition of real property.

Township Building Office Hours - 7:30 a.m. to 5:00 p.m. - Monday through Friday beginning 03/18/2019.

PRESENTATIONS -

Resolution 2019-05 - Eagle Scout Roger W. Perkowski, III. G. Lastowski read the Resolution and congratulated Roger Perkowski, III on behalf of the Board of Commissioners for achieving the Eagle Scout rank.

J. Belvin made a motion, seconded by C. Kilby, to adopt Resolution 2019-05 - honoring Eagle Scout Roger W. Perkowski, III. Roll call vote: R.

Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

RESOLUTIONS:

Resolution 2019-06 - Trap 611 - Trap 611 Traffic Signal -

G. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2019-06 authorizing the Township Manager to execute the documents for the PennDOT application for Traffic Signal approval for the Trap 611 project.

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

RESOLUTIONS CONT:

Resolution 2019-07 - Running Lane Minor Subdivision and Lot Combination Plan - G. Lastowski made a motion, seconded by J. Belvin, to adopt Resolution 2019-07 a Resolution granting conditional approval of Running Lane, LLC minor subdivision and lot combination plan. L. DeVito, Twp. Solicitor, noted it is the first step in the process to vacate the portion of Wiscasset Road in front of Running Lane/Pocono Brew Pub. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

MINUTES:

Amending the minutes of the 02/04/2019 BOC meeting - G. Lastowski made a motion, seconded by R. Wielebinski, to amend the minutes of the 02/04/2019 Board of Commissioners meeting, changing Harold Werkheiser from present to absent. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

March 4th, 2019 Work Session

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the March 4th, 2019 work session of the Board of Commissioners. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

March 4th, 2019 Regular Meeting

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of the 03/04/2019 Board of Commissioners. Roll call vote: Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

March 11th, 2019 Work Session

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of the 03/11/2019 Work Session. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PERSONNEL

Park Board Resignation - G. Lastowski noted the resignation of Dottie Telesky from the Park and Recreation Board. D. Asure, Twp. Manager will send a thank you note from the Board.

Job Specifications

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt the revised job specifications for the Township Secretary, Administrative Assistant/Accounts Payable and Receptionist/Administrative Assistant - Permit & Zoning. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Seasonal employee

G. Lastowski made a motion, seconded by R. Wielebinski, to re-hire Jack Manuel as seasonal employee for public works beginning March 19th, 2019 at an hourly rate of \$15.37 as recommended by Robert Sargent, Road Supervisor. 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.

FINANCIAL TRANSACTIONSRatify Voucher Payables

G. Lastowski made a motion, seconded by R. Wielebinski, to ratify vouchers payable for the period ending 03/14/2019 in the amount of \$2,273.91. 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 R. Wielebinski, to ratify gross payroll for the pay period ending 03/10/2019 in the amount of \$102,132.65. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Voucher Payables

G. Lastowski made a motion, seconded by J. Belvin, to approve vouchers payable received through 03/14/2019 in the amount of \$298,907.12. 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 the capital expenditures received through 03/14/2019 in the amount of \$10,452.00. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Cleanup day bids - D.ASURE, Twp. Manager, opened and read the bids.

- 1) Northeast Cartage - \$35.00 per cubic yard - Total \$24,500.00 - Bid bond included.
- 2) Waste Management of PA - \$35.00 per cubic yard - Total \$24,500.00 - Bid bond not included.

R. Wielebinski made a motion, seconded by J. Belvin, to award the bid for spring cleanup to Northeast Cartage, and set the dates for the first weekend in May. Discussion followed on the fees and budgeting for cleanups. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Road paving bid - D.ASURE, Twp. Manager, explained the bids went out and one bidder did not amend the totals from the Addendum. J. Tresslar, Twp. Engineer, recommended rejecting the bids and rebidding. Discussion followed.

G. Lastowski made a motion, seconded by C. Kilby, to table the 2019 road paving bids and rebid.

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

Seal Coat Bid - D.ASURE, Twp. Manager, noted the seal coat bids were opened and read aloud on Friday, 03/15/2019 with Pocono Spray Patch as the lowest bid. J. Tresslar, Twp. Engineer, explained the bid was in order. R. Wielebinski made a motion, seconded by C. Kilby, to award the seal coat bid to Pocono Spray Patch as the lowest bid received, meeting all the specifications of the bid, in the amount of \$226,821.16. G.

SEAL COAT BID CONT:

Lastowski opened the meeting to public comment. Christopher Ortolan, Twp. resident, spoke concerning the previous seal coat and in his opinion was a poor job on Tara Drive. Discussion followed on future repair and paving of Tara Drive. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2007 Dodge Durango

G. Lastowski made a motion, seconded by C. Kilby, to award the sale of the 2007 Dodge Durango to Jay Hill in the amount of \$1,302.00 as the highest bid received on Municibid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Two 2020 Police Interceptor Sport Utility

G. Lastowski made a motion, seconded by J. Belvin, to purchase two 2020 Police Interceptor Sport Utility vehicles from Ray Price Ford at \$32,896.56 each (vehicle only) as the lowest of four co-star quotes received and recommended by Kent Werkheiser, Pocono Township Police Chief. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2020 10-ton Dump Truck B. Sargent, Road Supervisor, noted he received three quotes. B. Sargent recommended Peterbilt, noting they have provided excellent service for the trucks, and it is reduced cost to transport for service compared to a dealer outside the area. Discussion followed. D. Asure, Twp. Manager, noted \$175,000 was budgeted with a 5-year lease/purchase.

J. Belvin made a motion, seconded by R. Wielebinski, to lease/purchase a 2020 10-ton dump truck (Chassis only) in the amount of \$97,071.00 as recommended by Robert Sargent, Road Supervisor. G. Lastowski opened the meeting to public comment. Robert Miller, Twp. resident, questioned if it included plows, etc. R. Sargent noted it is the chassis only and upfitting is separate. Ellen Gndt, Twp. resident, questioned if they were bid together on co-stars. D. Asure, Twp. Manager, noted upfitting will be voted next and they will finance together. It is in the budget spread over five years. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2020 upfit of 20-ton Dump Truck - R. Sargent, Road Supervisor, noted only two companies responded - E.M. Kutz, Reading and A&H, Harrisburg. Discussion followed on the time and travel to service equipment. R. Sargent recommended the quote from E.M. Kutz. L. DeVito, Twp. Solicitor, noted a higher bid can be accepted since they are co-star vendor.

R. Wielebinski a motion, seconded by G. Lastowski, to E. M. Kutz at a cost of \$68,791.00 for the upfitting of the 2020 10-ton dump truck (plow and spreader) as recommended by Robert Sargent, Road Supervisor. Christopher Ortolan, Twp. resident, commended on the acceptance of a higher bid. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, no. Motion carried.

FINANCIAL TRANSACTIONS CONT:

2019 Ford 550 1.5 ton - D. Asure, Twp. Manager, noted Ray Price Ford was the lowest of three quotes. Discussion followed on the total cost of the chassis and upfitting. G. Lastowski suggested awarding the chassis and requesting R. Sargent receive additional quotes for the upfitting. R. Wielebinski made a motion, seconded by J. Belvin, to approve the purchase of a 2019 Ford 550, 1.5 ton truck from Ray Price Ford as the lowest co-stars quote received in the amount of \$51,458.30 (chassis only) as recommended by Robert Sargent, Road Supervisor. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

2019 Ford 550

G. Lastowski made a motion, seconded by R. Wielebinski, to table the upfitting of the 2019 Ford 550, 1.5 ton truck until the next meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski requested L. DeVito, Twp. Solicitor, to review the lease/purchase documents.

TRAVEL/TRAINING AUTHORIZATIONEnvironmentally Sensitive Maintenance Training

G. Lastowski made a motion, seconded by C. Kilby, to approve travel for Robert Sargent, Road Supervisor to attend Environmentally Sensitive Maintenance Training on 04/02 and 04/03/2019 at Best Western Lehigh Valley Hotel and Conference Center at no cost for registration, driving township vehicle, lunch provided and to pay expenses associated with travel. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

PA-PEMA

G. Lastowski made a motion, seconded by J. Belvin, to approve travel for Donna M. Asure, Township Manager, to attend PA PEMA G291, Joint Information Systems/Joint Information Center training on 05/31/2019 at Chester County Public Safety Training Campus, no cost for the registration and to pay expenses associated with travel. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Flagger Training

G. Lastowski made a motion, seconded by C. Kilby, to approve travel of Kevin Lauter, Mitch Bartholomew, Ray Huey and Corey Sayre to Flagger Training on 03/26/2019 at Stroud Township from 9 a.m. to noon, at a cost of \$50.00 per employee, utilizing a Township vehicle and to include Jack Manual if training is needed. 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.

REPORT OF THE PRESIDENT

Gerald Lastowski, President

County Reassessment discussion - G. Lastowski noted the reassessment has caused concern with residents. He explained according to the County the a third of taxes will go up, a third will go down, and a third will remain the same. The County, Schools, and Townships will be required to match the mileage to their budgets which will bring the mileage rate down.

Zoning Officer - G. Lastowski noted the board interviewed a company and an individual for the position. R. Wielebinski noted he was contacted by a service that provides zoning services.

R. Wielebinski made a motion, seconded by G. Lastowski, to table the appointment of a zoning officer until the next meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

G. Lastowski noted digging has started on Rt. 611.

COMMISSIONERS' REPORTS

Richard Wielebinski, Vice President, no comment.

Harold Werkheiser, Commissioner

Chad Kilby, Commissioner

Update on Intersection Lighting - C. Kilby reported they are working to provide lighting for TLC Park and he is working with PPL to obtain permits for Rt. 611 lighting.

Learn Road Culvert Potential Closure - C. Kilby requested the Board consider putting a weight restriction on the Culvert. J. Tresslar, Twp. Engineer, explained he is working on a plan to address the culvert issue.

Township Planning Commission involvement - C. Kilby suggested the Board meet with the Planning Commission to work together to create a vision for Pocono Township. The Board concurred to meet with the Planning Commission.

Traffic flow at Wendy's - C. Kilby noted traffic is backing up at the Wendys and asked if the Planning Commission could review plan and make recommendations. Discussion followed. Ron Swink, Planning Commission Chairman, noted it was approved by PennDOT for the HOP.

Jerrod Belvin, Commissioner

Breezewood Dr & Finch Ln - emergency access routes - J. Belvin noted a recent accident blocked the only road going into Scotrun Estates and Sullivan Crossings for 4 to 5 hours. In reviewing the plans, there is a paper road - Breezewood Dr.- that could be opened for emergency access. R. Wielebinski questioned the cost and where the paper road comes out. Discussion followed. The Board concurred to wait to obtain additional information.

R. Wielebinski made a motion, seconded by G. Lastowski, to table the Breezewood Dr & Finch Lane emergency access routes to allow the Board to review before the professionals were used. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

REPORTS:

Police - Shawn Goucher, Sergeant, gave the report for February noting 898 incidents and 114-911 hang-ups. E-tickets were installed in all the cars but Administrative Office Police Commission (AOPC) will not be up and running until June. He noted the speed trailer was set up on Oakhill Court and they are awaiting the test results for the new detectives.

EMS - No report.

Fire - No report.

Park Board - Jennifer Fisher, Park and Recreation Board, noted they are working on improving the TLC park and requested a walk through of the property. They are working on events for TLC, ideas such as a farmer's market, car show, military vehicle day, etc. The ice rink is over for the season. Mt. View Park - She requested the Board consider opening the park on nice weekends. She noted currently 55 pavilion rentals. G. Lastowski noted BCRA will require TLC to be closed for 3 to 4 days during the waterline construction and next winter the ice rink will be required to be moved from over the new waterline. The Board thanked the Park Board for their work.

Zoning -

Public Work Report

Update on road crew projects - Robert Sargant, Road Supervisor, explained he would like to include water fountains at the TLC park and Ball field. J. Tresslar, will confirm if water fountains were included in the BCRA waterline plan.

Cleanup day costs - R. Sargant noted he checked with Paradise and Jackson Township for cost comparison.

Fish Hill Road - R. Sargant is working on headwall prices and the project will be started in the spring.

Mt. View Park - R. Sargant noted he will send employees to the Mt. View park to start cleaning up and will review the Pavilion #3 repair.

G. Lastowski directed the Township Manager to contact the Insurance Company concerning inspecting the park.

ADMINISTRATION - MANAGER'S REPORT

Update on Comprehensive Plan - D.ASURE, Twp. Manager, noted the documents were submitted for the grant.

Update on Traffic Task Force- D.ASURE, Twp. Manager, noted they met and learned about the future PennDOT projects which will impact the Township. She will reach out to everyone for the next meeting.

Update on Business Association- 150 letters have been sent out and responses have started to come back.

Update on Township Logo Contest- D.ASURE, Twp. Manager, explained she is waiting for updated logo designs to come back from the designer. The top three will be sent to the Board for approval, the contest will be posted to the website, Facebook, billboards and Township for announcement of winning logo by Community Day.

Update on Traffic Light Backup Systems - D. Asure, Twp. Manager, noted she found two additional companies besides Signal Services for quotes for back up systems for the remaining three signals.

Paola Razzaq to add family health care - D. Asure, Twp. Manager, noted Paola Razzaq has requested family health care. R. Wielebinski made a motion, seconded by C. Kilby, to approve the request of the Fiscal Administrator Paola Razzaq to add family health care to her current health plan. C. Kilby asked if it was budgeted. D. Asure, Twp. Manager, noted it was budgeted for additional family plans. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Youth Employment Services (YES) - D. Asure, Twp. Manager, explained a youth group from CareerLink has requested the fee be waived to rent a pavilion at Mt. View Park. Discussion followed on policy to waive pavilion fees.

J. Belvin made a motion, seconded by C. Kilby, to approve the request of Youth Employment Services (YES) to waive the pavilion rental fee at MVP. 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.

Correspondence was received Running Lane, LLC granting an extension of time until 06/30/2019.

Community Roots - PPL Trees - D. Asure, Twp. Manager, explain PPL is offering trees for community projects.

TOWNSHIP ENGINEER REPORT:

White Oak Culvert Replacement project - J. Tresslar, Twp. Engineer, getting close on the emergency access and is getting ready to go out to bid.

Fish Hill Road Storm System - J. Tresslar, Twp. Engineer, explained it will start in the spring.

Right hand turn lanes from Rt. 611 onto Rimrock and Bartonville Ave - J. Tresslar, Twp. Engineer, noted it is on hold until the grant awarded.

TLC Bridge Grant - J. Tresslar, Twp. Engineer, explained they are working on obtaining the permits and will provide a schedule for bidding soon.

TLC Dam - Grant - J. Tressalar, Twp. Engineer, explained since the weather is warmer, he will do an inspection of the TLC Dam to send to the grant writer. C. Kilby asked if the walkway was included. J. Tresslar noted it will be included and inspected once the water level is down.

TWP. ENGINEER REPORT CONT:

Culvert cleaning maintenance - J. Tresslar, Twp. Engineer, explained he is working with R. Sargant, Road Supervisor, to complete.

Master sidewalk plan - part of multi-modal grant - J. Tresslar, Twp. Engineer, noted he will take the plan to the Planning Commission for discussion.

Archer Lane Update - J. Tresslar, Twp. Engineer, explained he is working on the updating the stormwater/grading ordinance.

Generator Bid- J. Tresslar, Twp. Engineer, explained he reached out to Keystone for the technical design and their fee is \$7,500.00. He noted his fees will be between \$8,000.00 to \$12,000.00 to put the project out to bid. D. Asure, Twp. Manager, noted the budget will be required to be reviewed before action.

TOWNSHIP SOLICITOR REPORT:

Exxon Monitoring wells update - No report.

Northridge - L. DeVito, Twp. Solicitor, explained Northridge as requested a reduction in their bond balance as recommended by T&M in their letter dated 03/04/2019.

G. Lastowski made a motion, seconded by J. Belvin, to grant the request to reduce the bond balance by \$76,394.00 leaving a balance of \$378,647.01 . Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

White Oak Culvert Easement update - L. DeVito, Twp. Solicitor, explained Thomas McKeown, appraiser, has reached out to the property owners for a release. A Title search is required. Once obtained, J. Tresslar will prepare meets and bound descriptions to prepare the deeds.

Property Maintenance draft ordinance - L. DeVito, Twp. Solicitor, prepared a draft for the Board's review.

Zoning Officer Report - The Notice of Violation has been prepared for the property located at Bartonsville Ave and 611.

PUBLIC COMMENT:

Ellen Gandt, Twp. resident, commented on the co-star quotes process, Dunkin Donuts traffic, and family health insurance policy. Discussion followed.

Christopher Ortolan, Twp. resident, questioned the future repair of Tara Drive and plans for future road work.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 9:05 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Respectfully Submitted

Pamela Tripus

Township Secretary