

POCONO TOWNSHIP BOARD OF COMMISSIONERS
Work Session Minutes

DATE: March 18, 2019

TIME: 5:00 pm

PLACE: Township Building

PRESIDING COMMISSIONER: Jerry Lastowski

ROLL CALL:

Harold Werkheiser - Absent

Richard Wielebinski – Present

Chad Kilby - Present

Jerrold Belvin – Absent

Also present were Leo DeVito - Township Solicitor, Bob Sargent – Road Supervisor and Donna M. Asure-Township Manager
The work session was called to order at 5:00pm by President Lastowski.

There was no public comment.

Joining the work session were Eric Koopman, Senior Planner, Monroe County Planning Commission and Nate Staruch, Infrastructure Planner, Monroe County Planning Commission.

The following was discussed –

- PennDot projects affecting Pocono Township -
 - ✓ Rt 611/715 realignment.
 - ✓ Rt 80 – 298/299 reconstruction.
 - ✓ Rt 80 reconstruction through Stroudsburg

The Board discussed with the planners the proposed Traffic Task force for Pocono Township and how short-term goals could be approved while long term solutions are being worked on. Nate Staruch will send some contact information for the township manager to reach out to PennDot staff about a meeting to discuss this issue.

The board was informed that April is traffic count month. The planners left the work session at 5:30pm.
The Board continued with discussion on public works issues.

Township Cellphones –

- ✓ Township issued cellphones, the new IT/communication policy and personal cell phone usage was discussed.
- ✓ Staff would like to transfer township phone numbers that they have had for a long time to a personal phone
- ✓ Abuse of township cell phone use was discussed
- ✓ New staff want to keep township issued phones while other staff do not
- ✓ If staff only has personal phones there would need to be a policy that a current phone number was always on file and available for use
- ✓ A document would need to be signed that if a personal phone was damaged while on township time, the township would not be liable.
- ✓ The new policy in place will have to be changed to allow for the use and carrying of personal cell phones during working hours. The road supervisor will have to monitor this for any abuse
- ✓ The Commissioners are fine that staff do not have to be issued a township cell phone

Additional certifications –

- ✓ Class A CDL - The road supervisor believes that having a Class A CDL license is a special certification and should merit the fifty-cent per hour additional pay as outlined in the CBA. Currently two employees have a Class A license – Tom Shick and Corey Sayre.
- ✓ Inspection License – the board was asked to consider paying for the renewal license for township employed state certified inspectors. It is approximately \$100 for five years
- ✓ Additional Inspector – the board discussed paying for the classes and license of an additional inspector. This would cost about \$360.00 plus compensation during classes. It would have to be offered by seniority. This topic will be revisited as perhaps this can be used as a mandatory skill when hiring in the future for public works.

Parks –

- ✓ Last summer's park operation was discussed.
- ✓ The Board believes that Bob as road supervisor can manage and supervise the park and staff

Bob Sargent reported –

- ✓ He would like to bring Jack Manuel back. He does an excellent job, is always available, mows the lawns
- ✓ Should be given a 3.25% increase
- ✓ He would like him back as of March 19, 2019

Park Lighting –

- ✓ A \$9,000 quote received to fix the lighting at MVP from the Heritage Center to basketball was discussed
- ✓ Could the road crew use a ditch witch and do the excavating saving several thousand dollars off the quote
- ✓ Is it a pullable system? Bob will have to check
- ✓ Will they need an electrician to disconnect and reconnect at the breaker with the road crew doing everything else?

Policy on two people –

- ✓ Discussion was held on anyone, including the road supervisor doing work during a call out by themselves.
- ✓ If it is an emergency the road supervisor with the correct protective equipment may work alone if the police or other emergency responder are present
- ✓ If it is not an emergency and equipment must be used, then the road supervisor should call in another staff member

Township Vehicle –

- ✓ The board discussed year-round use of a vehicle by the road supervisor for to and from work for call outs
- ✓ Bob reported that during the summer this will be difficult as the truck he drives is always in use. It is difficult to get around the township and check on things
- ✓ Discussion took place as to whether there is an older township vehicle that could be given to public works or the need to buy a vehicle

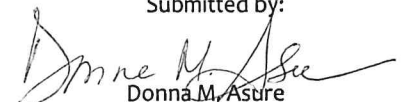
Drainage –

- ✓ Bob Sargent asked for guidance on how to handle drainage issues on township roads
- ✓ Drive way road pipes either undersized, never installed, clogged or collapsed are creating major run off problems onto the roads
- ✓ The Board suggested that the road supervisor send a letter to property owners who have drainage issues due to driveway pipes giving them thirty (30) days to unplug or fix
- ✓ Draft of letter should be ran by township solicitor for proper wording
- ✓ Drainage swales along right of way were also discussed as these are the township's responsibility
- ✓ Road crew needs to maintain
- ✓ Discussion took place on the different options for slow and fast rushing swales
- ✓ Board suggested that road supervisor stop and speak to homeowners who fill in the swales as perhaps they are unaware that this is not to be done. Give them fifteen (15) days
- ✓ If swale is filled in by property owner and no conversation can be had or the homeowner was spoken to and has done nothing a letter should go out giving them thirty (30) days to remove items placed in the township swale. If not, the township will remove.
- ✓ The SALDO ordinance governing this topic needs to be reviewed to see if or what language needs to be modified to make sure it is clear as to who has the responsibility for what in these issues.
- ✓ Resort Beverage parking lot being used as a throughway was discussed. The road department will no longer fill in the potholes and township vehicles will not use as a cut through.

No public comment received.

Work Session was adjourned at 6:37pm. The board announced it was going into an executive session for possible litigation.
NO OFFICIAL ACTIONS OR ROLL CALL VOTES WERE TAKEN DURING WORK SESSION.

Submitted by:


Donna M. Asure
Township Manager