

**Pocono Township Board of Commissioners
Special Meeting Minutes
March 22, 2018 5:30pm**

President Lastowski called the meeting to order at 5:30pm with the Pledge of Allegiance.

Roll call conducted by Township Manager –
Commissioner Werkheiser – Absent
Commissioner Wielebinski - Present
President Lastowski – Present
Vice-President DeYoung – Present
Commissioner Belvin – participating by phone

Also present were Leo DeVito, Solicitor, participating by phone and Donna Asure, Township Manager.

Announcements – There was an executive session held on March 19, 2018 after the regular board meeting for the purpose of discussing personnel.

There was no public comment at this time.

MOTION by Commissioner Wielebinski, seconded by Commissioner Belvin to promote Robert Sargent to the position of Road Supervisor for Pocono Township, effective Monday, March 26, 2018 with a six month probationary period, a starting salary of \$26.00 per hour with increase to \$30.00 per hour upon successful completion of probationary period, benefits as received by members of the Public Works Collective Bargaining Unit, and provided with a smart phone.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner Wielebinski, for discussion, to enter into an agreement with Creative Works for graphic design work for Pocono Township Park and Recreation.

Discussion followed concerning this being the lowest of three quotes, the product that would be received for the cost of \$2730.00 and the different types of advertising that the graphic design product would be used for.

All in favor
Motion Carried

MOTION by Commissioner Lastowski, seconded by Commissioner Belvin to authorize the township manager to send a letter to PennDot stating the township will purchase, erect and maintain and school bus stop sign in the vicinity of 3326 Route 715 after the manager has investigated the exact location of the sign and the feasibility of its placement.

All in favor
Motion Carried

MOTION by Commissioner Wielebinski, seconded by Commissioner DeYoung to have a procedure in place which requires the Board of Commissioners to be made aware of any advertising money to be spent on such things as the Pocono Record, flyers, etc before they are purchased.

All in favor
Motion Carried

Public Comment –

Ellen Gndt, township resident congratulated Mr. Sargent and asked about his benefits and whether he would receive overtime. Donna Asure reported that his benefits would be the same as the department he is supervising and his position is non-exempt, which qualifies for overtime.

MOTION by Commissioner Lastowski, seconded by Commissioner DeYoung to adjourn into executive session at 5:50pm for personnel issues and to not reconvene the meeting.

All in favor
Motion carried

Respectfully submitted,


Donna M. Asure
Township Manager